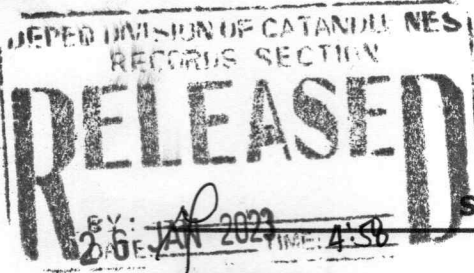




Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**




January 25, 2023

DIVISION MEMORANDUM  
OSDS-ICTU-DM- 043 s. 2023

**PROCESS OF RELEASING CERTIFICATES IN ATTENDING  
DIVISION LEVEL ACTIVITIES**

TO : Assistant Schools Division Superintendent  
SDO Chiefs, Section/Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Program Owners  
School Heads  
Teachers  
All others concerned

1. In order to have a proper recording and facilitate the release of certificates with the e-signature of our Schools Division Superintendent in attending Division level activities, the ICT Unit will be the in-charge of the following:
  - 1.1 Assign a unique code to each Certificate;
  - 1.2 Attach the e-signature of the Schools Division Superintendent to the Certificate; and
  - 1.3 Print or send the Certificate to the e-mail of the participant/s.
3. Enclosed is the detailed step/s for guidance.
4. For information and compliance.

  
**SUSAN S. COLLANO**  
Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

Enclosure 1

**PROCESS OF RELEASING CERTIFICATES IN ATTENDING  
DIVISION LEVEL ACTIVITIES**

<b>Step/s</b>	<b>Activity</b>	<b>Duration</b>	<b>Persons Involved</b>
1	-Inform and provide the following documents to the ICTU from the program owner one(1) week before the conduct of the activity: 1.1 Signed Division Memorandum 1.2 Softcopy of the Certificates with names of the participants and send to this email: <a href="mailto:ictunit.ctd@deped.gov.ph">ictunit.ctd@deped.gov.ph</a> 1.3 Softcopy of the List of Participants with the following contents: Name(First Name, MI, Last Name), Position Title, District & Email Address) 1.3 Special Paper or Coupon Bond	1 week before the training	Program Owner ICTU
2	-Attach the e-signature of SDS to the certificates, assign a unique Code, input the name of participants in the database and print the certificates	1 day (but will depend on the number of participants)	ICTU
3	-Forward the printed certificates to the program owner for original countersigning	1 day (but will depend to the number of participants)	Program Owner ICTU
4	-Release the certificates to the participants	During the Training	Program Owner

XXX

