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

April 28, 2023

DIVISION MEMORANDUM
OSDS-ICTU-DM No. __160__ s. 2023

UPDATED PROCESSING AND RELEASING OF 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
All Others concerned

1.   In order to have a proper recording of the certificates in attending Division level activities, school heads and Division Office program owners are advised to strictly comply the following guidelines/steps:

    a. **ONLY Division Level activities** will be forwarded to the ICTU Office for assigning unique code to each Certificate (please refer to Enc. 1- Steps in the Process of Releasing Certificates in Attending Division Level Activities); and

    b. **Requests and Submissions which do not comply with this directive shall be returned without action**.

2.   For Certificates conducted at the District level, the submission of softcopy to the ICTU Office is through the District ICT Coordinators.

3.   For technical assistance and queries, you may visit the ICTU Office, or you can email at ictunit.ctd@deped.gov.ph.

4.   For information, guidance, and compliance of all concerned.

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Enclosure 1

STEPS IN THE PROCESS OF RELEASING CERTIFICATES IN ATTENDING DIVISION LEVEL ACTIVITIES

Step/s	Activity	Duration	Persons Involved
1	-The program owner will inform and provide the following documents at the ICTU Office one(1) wk before the conduct of the activity: 1.1 Signed Division Memorandum 1.2 Softcopy of the list and certificates with the names of the participants (Excel and Word file) and send to this email: ictunit.ctd@deped.gov.ph	1 week before the activity	Program Owner ICTU
2	-Assign and attach a unique code to each certificate and input the name of participants in the database -Release/forward the softcopy of certificate with unique code to the program owner (Email) for printing	1 day(but will depend on the number of participants)	ICTU Program Owner
3	-Print the Certificate, then forward to the Office of the SDS for signature	1 day(but will depend on the number of participants)	Program Owner SDS Secretary
4	-Release the signed certificate	During the Activity	Program Owner

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