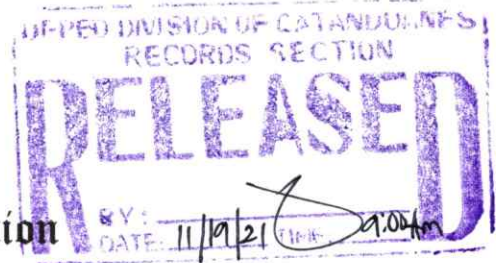




Republic of the Philippines
Department of Education

Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES
San Roque, Virac
Catanduanes



MEMORANDUM

OSDS-Ad-UM- 11-19-21 -EST

TO : Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads/TICs
Teaching and Non-Teaching Personnel
All other concerned

SUBJECT : **ONLINE REQUEST AND RELEASE OF CERTIFICATE OF EMPLOYMENT**

DATE : November 18, 2021

1. This is to inform the field that due to the arising Covid-19 cases in our Province, we, at the **Schools Division Office – Administrative Section** Implement the ONLINE REQUEST OF CERTIFICATE OF EMPLOYMENT, for us to minimize the face to face client interaction. Lessen time and effort especially those employees from far-flung schools and also to have paperless transactions.
2. Requesting Employees are advised to accomplish this link <https://bit.ly/ReqCertEmp>
3. Release of requested Certificate shall be emailed to the requesting employee's email address.
4. For information, guidance and compliance.

SUSAN S. COLLANO
Assistant Schools Division Superintendent
OIC – Schools Division Superintendent
DepED – Division of Catanduanes
Virac, Catanduanes



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