



Republic of the Philippines  
Department of Education

Region V – Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES

**UNNUMBERED MEMORANDUM**  
**OSDS-ICTU-03-13-2023/JBM**

TO : Assistant Schools Division Superintendent  
SDO Chiefs, Section/Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
District ICT Coordinators  
All Others concerned

FROM: By the authority of the SDS:

*LR*  
**MA. LUISA T. DELA ROSA**

Asst. Schools Division Superintendent  
Officer-In-Charge

SUBJECT: **ADDENDUM TO DIVISION MEMORADUM NO. 43 S. 2023 ENTITLED  
“PROCESS OF RELEASING CERTIFICATES IN ATTENDING DIVISION  
LEVEL ACTIVITIES”**

DATE: **March 13, 2023**

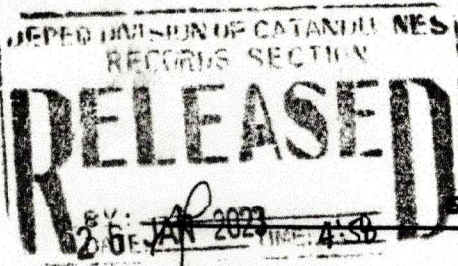
1. In connection with the attachment of e-signature of our Schools Division Superintendent to Certificates, school heads and Division Office program owners are advised to strictly comply the additional guidelines/steps as indicated in the attached DM No. 43 s 2023:

- a. **ONLY Division Level activities** will be forwarded to the ICTU Office for the attachment of e-signature of our Schools Division Superintendent;
- b. Inform and provide the needed documents at the ICTU one (1) week before the conduct of the activity; and
- c. **Requests and Submissions which do not comply with this directive shall be returned without action.**

2. For INSET Certificates conducted last Feb 6-10, 2023, the submission of softcopy per District thru the District ICT Coordinators to ICTU Office is until **March 31, 2023** only.

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





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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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:<br>1.1 Signed Division Memorandum<br>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><br>1.3 Softcopy of the List of Participants with the following contents: Name(First Name, MI, Last Name), Position Title, District & Email Address)<br>1.3 Special Paper or Coupon Bond | 1 week before the training                            | Program Owner<br>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<br>ICTU   |
| 4             | -Release the certificates to the participants  | During the Training                                   | Program Owner           |

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