



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM TO : Education Program Supervisors
: Public Schools District Supervisors
: Elementary and Secondary School Heads

FROM : 
JOSE L. DONCILLO, CESO VI
DOIC-Schools Division Superintendent

SUBJECT : POLICY ON THE ISSUANCE OF CERTIFICATE OF APPEARANCE

DATE : November 18, 2013

Please be advised that only those School Heads, Teachers and Employees with official transaction with this office supported with an approved authority to travel shall be issued a Certificate of Appearance.

Dissemination on the matter is hereby enjoined.

For guidance and compliance of all concerned.