DIVISION MEMORANDUM

FOR: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CiD and SGÖD
Elementary & Secondary School Heads
Officers-In-Charge
School Registrars
All concerns

FROM: SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Office

SUBJECT: RE-ORIENTATION ON THE DEPED ORDER NO. 48 S. 2017 (POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS)

DATE: February 27, 2020

1. The Records Unit, this division, will conduct a Re-Orientation on the DepEd Order No. 48 s. 2017 (Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records) on March 12, 2020, 8:00 – 5:00 PM at the AVR 2, Schools Division Office, Marikina City.

2. The Orientation aims to:
   a. Simplify the requests, processes and procedures in handling CAV transactions;
   b. Identify the roles, responsibility and accountability of all personnel involved in the processing of CAV requests; and
   c. Ensure a standard and uniform processing of CAV requests by personnel concerned thru step-by-step procedures

3. Attendance is a MUST.

4. Immediate dissemination of this Memorandum is desired.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
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<tbody>
<tr>
<td>1. Maria Leonora Teresa B. Tabion</td>
<td>Teacher III</td>
<td>BES</td>
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<td>2. Marilyn B. Britanico</td>
<td>Teacher III</td>
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<td>3. Jane J. Perez</td>
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<td>4. Maria Imelda Milagrosa A. Gregorio</td>
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<td>5. Joan A. Lozano</td>
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<td>6. Milagros C. Villanueva</td>
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<td>7. Ginalyn T. Tagle</td>
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<td>8. Melinda G. Victorino</td>
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<td>10. Angelia S. Cruz</td>
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<td>11. Angel R. Crisostomo</td>
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<td>12. Maria Paz B. Manzozo</td>
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<td>15. Jennifer C. Millena</td>
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<td>16. Ester R. Regalario</td>
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<td>26. Fides Q. Cadiz</td>
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<td>30. Rina Lou G. Dela Paz</td>
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<td>31. Hariam Doreena Z. Lijauco</td>
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<td>32. Debylin C. Torio</td>
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<td>33. Lovely F. Makiramdam</td>
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<td>34. Ma. Nymphia G. Solano</td>
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<tr>
<td>35. Fe Esquillo</td>
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