




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 369-9046(SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



DIVISION MEMORANDUM

FOR: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
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

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT

RELEASED

Feb 28 2020

By: _____

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.

List of Participants
Re-Orientation of DepEd Order No. 48 s. 2017
March 12, 2020, AVR II SDO Marikina City

Name	Position	School
1. Maria Leonora Teresa B. Tabion	Teacher III	BES
2. Marilyn B. Britanico	Teacher III	CES
3. Jane J. Perez	Teacher II	CIS-ELEM
4. Maria Imelda Milagrosa A. Gregorio	Teacher II	FES
5. Joan A. Lozano	Teacher III	HBES
6. Milagros C. Villanueva	Teacher I	IVES
7. Ginalyn T. Tagle	Teacher II	KES
8. Melinda G. Victorino	Teacher III	KMES
9. Maribel T. Alcantara	Teacher I	LVES
10. Angelie S. Cruz	Teacher III	MALES
11. Angel R. Crisostomo	Teacher II	MES
12. Maria Paz B. Mañozo	Teacher I	NES
13. Gloria P. Lumibao	Teacher II	PES
14. Karol M. Melendez	Teacher I	SMES
15. Jennifer C. Millena	Teacher I	SNES
16. Ester R. Regalario	Teacher I	SRES
17. Elma N. Acdal	Teacher II	SSSVES
18. Christine Francisco-Guevara	Teacher I	BNHS
19. Grace Ann L. Maniling	Registrar I	CIS-SL
19.1 Jemwel Dela Paz	Teacher I	CIS-SL
20. Nory D. Yusi	Teacher III	FHS
21. Jennifer A. Dela Rosa	Teacher I	JDPNHS
22. Mary Ann S. Yauder	Teacher I	KNHS
23. Judy Maria P. Santos	Teacher III	MHS
24. Jelyn Grace F. Torres	Registrar I	MHS
25. Fides Q. Cadiz	Teacher I	MHHS
26. Mary Joy A. Pedro	Teacher III	MNHS
27. Virginia T. Jaralve	Teacher II	MSHS
28. Rose Ann D. Salayon	Teacher II	NHS
29. Rina Lou G. Dela Paz	Registrar I	PHS
30. Hariam Dorena Z. Lijauco	Registrar I	SEHS
31. Debilyn C. Torio	Teacher I	SNNHS
32. Lovely F. Makiramdam	Teacher II	SRNHS
33. Ma. Nympha G. Solano	Teacher I	SSSNHS
34. Fe Esquillo	Registrar I	THS