



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY

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Office of the Superintendent
Division Memorandum No. 58, s., 2018

PARTICIPANTS TO THE ORIENTATION ON POLICY AND PROCEDURAL GUIDELINES (PPG) ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS

TO: CID CHIEF (OIC)
PSDSs
All Other Concerned

1. Pursuant to Regional Memorandum No. 043, s. 2018, an orientation for selected certifying officers entitled "ORIENTATION ON POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS", will be conducted on **February 22, 2018, at Eurotel Corp III, Baguio City.**

2. The activity of this PPG for the certifying officers shall enable them to fully understand the following salient features:

1. Standardized processes and procedures;
2. Uniform step by step guidelines;
3. Levels of responsibility and accountability and accountability across all units and personnel;
4. Security measures to eliminate incidence of fraudulent transactions; and
5. Standard forms to be used by all units and personnel.

3. Participants for SDO – Baguio are the following:

Name	Gender	Designation	School/Office
Roberto Gonzales	Male	AO V	Personnel Division
Jean L. Orpilla	Female	AO IV	Records Section
Jocelyn Alimondo	Female	School Administrator	University of Baguio
Maria O. Palsi	Female	Principal II	Doña Nicasia J. Puyat ES
Maribeth A. Cuaresma	Female	Principal I	Lindawan ES
Ellen F. Grande	Female	Principal I	Quezon Hill ES
Nixon Elahe	Male	Head Teacher	Baguio Central School
Jesusa R. Yadao	Female	School Head	Bakakeng NHS
Jane Marie M. Ngolab	Female	School Head	Quezon Hill NHS
Edith La-op	Female	Head Teacher	BCHS

4. Board and lodging of participants shall be charged against Regional Office HRDD funds while traveling and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations except participants from the private schools who shall shoulder their own travelling expenses.

5. Participants may register in the afternoon of February 21. The first meal is dinner of the same date. Last meal shall be PM snacks of February 22.

6. For information, guidance and compliance

FOR THE SDS:

SORAYA T. FACULO, PhD

Officer –in- Charge *2/6*
Office of the SDS