



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

DEP-ED OCCIDENTAL MINDORO
RELEASED
BY: *[Signature]*
DATE: MAR 01 2022
DIVISION OF HRD
MAMBURAO

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
NO. 000071, S. 2022

TO : OIC, Asst Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

[Signature]
FROM: **LYNN G. MENDOZA**
Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent *[Signature]*

SUBJECT: **COMPLIANCE WITH THE DEPED PRESCRIBED CERTIFICATE FORMS AND PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN THE HUMAN RESOURCE MANAGEMENT (PRIME-HRM) IN ALL OFFICIAL ACTIVITIES**

DATE: March 1, 2022

1. Pursuant to DepEd Order No. 031, s. 2019 titled The Department of Education Marks and Visual Identity Manual, this Office advises all program owners and implementers to comply with the prescribed certificate forms to be issued to ascertain personnel attendance at or participation in official activities.

2. This Office also advises to indicate certificate reference number in all certificates of participation and recognition being issued. A database, in excel file, of participants who have undergone Learning and Development activities, indicating gender, salary grade, contact number, email address, and corresponding reference numbers shall be submitted to the Human Resource and Development Section (HRDS) every quarter for proper inventory and control of issuance and for compliance with the Program to Institutionalize Meritocracy and Excellence in the Human Resource Management (PRIME-HRM) Learning and Development evidence requirements.

SGOD/HRDS



✉ Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1840/0929-630-1538
✉ occidental.mindoro@deped.gov.ph
f DepEd Tayo Occidental Mindoro

3. All program owners and implementers in the Schools Division Office and Schools are advised to adapt the hereunder format of certificate reference number, _____ to _____ wit;

Format: Program-Year-Month-Sequence Number (*three figures*)

Samples: L&D-2022-02-001
ALS-2022-02-001
MTB-MLE-2022-02-001

4. Please see Certificate of Participation (**enclosure A**) and Certificate of Recognition (**enclosure B**) samples.

5. For information dissemination and compliance.





Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

Awards this

Certificate of Participation

to

Juan Dela Cruz

for having actively participated and completed 8-hour

Activity Title

held on **Date** at **Place of Activity**, Occidental Mindoro.

Given this ___th day of _____ 2022 at Mamburao, Occidental Mindoro.

LYNN G. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

Reference Code



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

Awards this

Certificate of Recognition

to

Juan Dela Cruz

Teacher I- Mamburao Elementary School

for her exemplary performance in teaching and learning with astounding commitment to provide quality basic education among learners and commendable services extended to the school, community and district internal and external stakeholders that contributed in attaining the vision of the Department.

Awarded this ____ day of _____, _____,
during the **Name of Activity**.

LYNN G. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

Reference Code