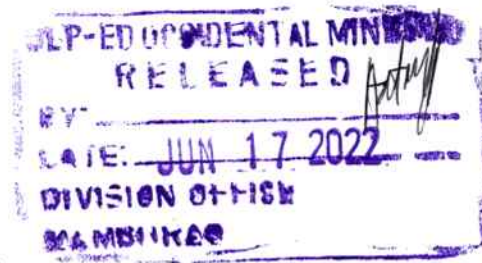




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division
Superintendent

June 17, 2022

DIVISION MEMORANDUM
No. 1000242, s. 2022

**CLARIFICATIONS ON THE PREPARATION OF SCHOOL DOCUMENTS/FORMS
FOR END OF SCHOOL YEAR 2021-2022**

To : OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to the concerns of school personnel involved in the preparation of school documents/forms for end of school year 2021-2022, please be informed of the following:

a. The designation of the OIC-Schools Division Superintendent in the certificate/diploma shall be written as follows:

LYNN G. MENDOZA
Nanunungkulang Pinuno
Officer-in-Charge
Tanggapan ng Pansangay na Tagapamanihala ng mga Paaralan
Office of the Schools Division Superintendent

b. For a school head whose position/designation is Head Teacher (Ulong-Guro)/Master Teacher (Dalubguro)/Teacher-in-Charge (Nanunungkulang Guro), the specific title of the position shall be written under his/her name followed by his/her designation as Teacher-in-Charge.

JUANA Q. DELA CRUZ
Dalubguro I
Master Teacher I
Nanunungkulang Guro
Teacher-in-Charge

c. The certificate/diploma shall have the official seal of the Department of Education at the left side and SDO seal at the right side. Attention is hereby invited on pages

cid/mqtb



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📘 DepEd Tayo Occidental Mindoro

44-46 of **DepEd Order No. 31, s. 2019** - *The Department of Education Service Marks and Visual Identity Manual (DSMVIM)* for the prescribed template (format and content) of the certificates.

d. Division of Occidental Mindoro in the certificate/diploma shall be written as *Sangay ng Occidental Mindoro*. No Tagalog translation for Occidental Mindoro shall be made since it is a proper noun.

e. Date of issuance of the certificate/diploma may vary depending on the actual conduct of moving up/completion/graduation ceremony.

f. Number of school days may also vary due to observance of local celebrations/activities and declaration of community lockdown unless otherwise make up classes are conducted in lieu of disruption of classes.

g. LIS generated school forms with pre-loaded learner information shall be used during the checking of forms. Information are not subject to editing outside the LIS. Any corrections shall strictly be done in the system.

h. For the standard checking process of school forms, see Flowchart on page 13 of **DepEd Order No. 11, s. 2018** - *Guidelines on Preparation and Checking of School Forms*.

2. Program Flow for Moving Up/Completion/Graduation Rites shall be issued through a separate memorandum.

3. Immediate and wide dissemination of the content of this Memorandum is desired.

LYNN G. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

By Authority of the OIC-SDS:

Raquel P. Girao

RAQUEL P. GIRAO, PhD

Chief Education Supervisor, CID
Officer-in-Charge