



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region III – Central Luzon  
**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
 San Ignacio St., Poblacion, City of San Jose del Monte 3023



January 3, 2019

**DIVISION MEMORANDUM**  
 No. 002 s. 2019

To: Assistant Schools Division Superintendent  
 Division Chiefs  
 Public Schools District Supervisors  
 Unit Heads  
 All Others Concerned

**PROCESS OF ISSUANCE OF TRAINING/WORKSHOP CERTIFICATES**

1. This Office informs all concerned on the process of issuance of certificates for seminars/ trainings/ workshops effective January 2019, to wit:
  - a. The focal person requests school heads, through the SDS Office, for participants.
  - b. Each school head shall submit the correct list of participants based on the given slot in the following format:

Full Name of the Participant	Gender	Position	School
First Name/ M.I./ Last Name/ Suffix (Jr., III, EdD,PhD)	Male / Female	Teacher I, II etc.	

- c. The focal person shall download the prescribed excel form found at the division website [www.depedcsjdm.weebly.com](http://www.depedcsjdm.weebly.com), MORE>ONLINE REQUEST FORM>CERTIFICATES.
  - d. The focal person shall prepare and submit the complete and correct list of participants two weeks before the intended seminar / training / workshop to HRD SEPS Manuel P. Dela Cruz for the data base list of attendees.
  - e. The same will be uploaded by the focal person to the division website, MORE>ONLINE REQUEST FORM> CERTIFICATES.
  - f. In case of changes in the list of participants, the school head shall submit a letter of justification addressed to the SDS, copy furnished ITO Arthur F. Francisco not later than the first day of the training.
  - g. Program implementers shall include in the Activity Design the Technical Working Group (TWG) composed of a chairman and members based on the number of participants:

Number of Attendees	No. of TWG
60 and below	3
61-150	5
Mass Training	10

- h. For the issuance of certificates, if the attendee is part of the TWG then s/he shall receive only one certificate as member of the TWG.
  - i. The focal person and the chief shall affix initials to the certificates below SDS' name.
2. If for whatever reason, the process is not followed and certificates are not available until the closing program, no dummy certificates shall be issued.
3. For strict compliance.

  
**GERMELINA H. PASCUAL, CESO V**  
 Schools Division Superintendent