



Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

No. 321 S. 2018

TO: Assistant Schools Division Superintendents
Chief Education Supervisors (SGOD/CID)
PSDS (Elementary and Secondary)
Education Program Supervisors
School Heads (Elementary and Secondary)
Unit Heads
All others concerned



FROM: *Cecille Bernadette P. Rivera-Ceso V*
CECILLE BERNADETTE P. RIVERA-CESO V
Schools Division Superintendent

SUBJECT: **One-day Division Roll-out on D.O. no. 48 s. 2017, D.O. no. 72 series of 2016 and RA 1017**

DATE: October 1, 2018

1. This Division shall conduct a One-day (Six (6) batches Roll-out activity) in consonance with the Regional Memorandum no. 111 series of 2017, on DepED Order no. 48, s. 2017, The Policy and guidelines (PPG) on the Certification, Authentication and verification of Basic Academic School Records, D.O. # 72, s. 2016 (Freedom of Information Bill), RA 1017 or the Data Privacy Act on October 29, 30 and 31, 2018 at the **Division Conference Hall**.

Batch 1 and 2 October 29, 2018 (am/pm)
Batch 3 and 4 October 30, 2018 (am/pm)
Batch 5 and 6 October 31, 2018 (am/pm)

2. The activity aims to orient the participants on the following;
 - a. Standardized processes and guidelines of CAV and FOI;
 - b. Uniform step by step procedural guidelines of CAV and FOI
 - c. Levels of responsibility and accountability across all units and personnel;
 - d. Security measures to eliminate possible incidents of fraudulent transactions
 - e. Standard forms to be used by all units and personnel; and
 - f. Measures to monitor and evaluate efficiency and effectivity of the processes and procedures.
3. Enclosed are the following; a. List of participants b. Program of activity
4. No food shall be served. Travel expenses of the participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. For information, guidance and compliance.

Encl: as stated
Enclosure no. 2 to Div. Memo no. ____ s. 2018

LIST OF PARTICIPANTS

Day 1 (AM)	Day 2 (AM)	Day 3 (AM)
Elementary School Heads (Public/Private) of the First Congressional District	Public/Private Elementary School Heads of the Third Congressional District	Public/Private Elementary School Heads of the Fifth Congressional District
Public/Private Secondary School Heads of the First Congressional District	Public/Private Secondary School Heads of the Third Congressional District	Public and Private Secondary School Heads of the Fifth Congressional District
Day 1 (PM)	Day 2 (PM)	Day 3 (PM)
Public/Private Elementary School Heads of the Second Congressional District	Public/Private Elementary School Heads of the Fourth Congressional District	Division Office Certifying Officers; SDS ASDS's Division Records Officer and all other participants
Public/Private Secondary School Heads of the Second Congressional District	Public/Private Secondary School Heads of the Fourth Congressional District	