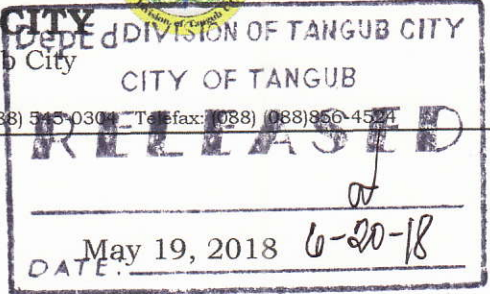




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao



**DIVISION OF TANGUB CITY**  
Anecito Siete St., Mantic, Tangub City



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**DIVISION MEMORANDUM**  
No. 151, s. 2018

**REGIONWIDE IMPLEMENTATION OF THE POLICIES AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF BASIC EDUCATION SCHOOL RECORDS**

To: Elementary & Secondary Schools Heads  
This Division

1. This office announces the Region Wide Implementation of the Policies and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records through Region Memorandum 433, s.2017. In view of this, the following are additional information:

- a. To establish uniformity in the submission of the required documents to the Regional Office, a) Enrollment List per school, List of Graduates, Updated List of School Heads with their Specimen signatures, templates are herein enclosed for reference. The School Form 5 (Report on Promotion and Learning Progress and Achievement which replaced Form 18 shall be submitted as it is without a template.
  - b. The same template will also be used for private elementary and secondary schools but with the additional provision for the Special Order in Enclosure 2.
2. All other provisions of the aforementioned Memorandum still remain in effect.
  3. Immediate dissemination of this Memorandum to all concerned is enjoined.

**JEAN G. VELOSO**

Assistant Schools Division Superintendent  
OIC- Schools Division Superintendent



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 Department of Education  
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**DIVISION OF TANGUB CITY**  
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**CONSOLIDATED LIST OF PUBLIC ELEMENTARY/ SECONDARY GRADUATES**  
 SCHOOL YEAR \_\_\_\_\_

NAME OF SCHOOL A. ELEMENTARY	ADDRESS	NAME OF SCHOOL HEAD	NAME OF STUDENTS		
			SURNAME	FIRST NAME	Middle Name
			1		
			2		
			3		
			4		
			5		
			6		
			7		
			8		
			9		
			10		
			11		
			12		
			13		
			14		
			15		
			16		
			17		
			18		
			19		
			20		

Prepared by: \_\_\_\_\_

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Designation

NOTED:

\_\_\_\_\_  
 Schools Division Superintendent



Republic of the Philippines  
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**CONSOLIDATED LIST OF PUBLIC ELEMENTARY/ SECONDARY ENROLMENT LIST**  
 SCHOOL YEAR \_\_\_\_\_

NAME OF SCHOOL	MALE			FEMALE		
	LAST NAME	FIRST NAME	M.I.	LAST NAME	FIRST NAME	Middle Name
A. ELEMENTARY	1			1		
	2			2		
	3			3		
	4			4		
	5			5		
	6			6		
	7			7		
	8			8		
	9			9		
	10			10		
	11			11		
	12			12		
	13			13		
	14			14		
	15			15		
	16			16		
	17			17		
	18			18		
	19			19		
	20			20		

Prepared by: \_\_\_\_\_

Name

Position

NOTED:

SDS





Republic of the Philippines  
 Department of Education  
 Region X - Northern Mindanao  
**DIVISION OF TANGUB CITY**  
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**LIST OF PUBLIC ELEMENTARY/ SECONDARY SCHOOL HEADS**  
 SCHOOL YEAR \_\_\_\_\_

NAME OF SCHOOL	SCHOOL HEAD	CP #		SPECIMEN SIGNATURE
A. ELEMENTARY				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Prepared by:

\_\_\_\_\_  
 Name

NOTED:

\_\_\_\_\_  
 SDS