



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City



Telefax No. (036) 6210-974 / Tel. No. (036) 6216-118

February 10, 2020

DIVISION MEMORANDUM

NO. 024 S, 2019

To: Elementary & Secondary School Heads
Teaching & Non-Teaching Personnel (School)
All Others Concerned

CENTRALIZE ISSUANCE OF A CERTIFICATE OF APPEARANCE IN THE DIVISION OFFICE

1. This is to centralize the issuance of the certificate of appearance in the Schools Division Office to all its clientele.
2. Schools Division Personnel (Teaching, Teaching Related & Non-Teaching) must have locators slip/authority to travel duly signed by the School Heads/Supervisor in the school when transacting official business in the Schools Division Office.
3. After transactions on the different offices/section in the Division Office, the clientele may proceed at the Administrative Section and look for **Ms. Christine Abegail Degala**, Administrative Aide VI or **Ms. Dina Bengan**, Administrative Assistant I for the issuance of a certificate of appearance by presenting the locator's slip/authority to travel.
4. This memorandum shall take effect immediately upon posting in the Capiz Division Website.
5. For your information, guidance and compliance.


SALVADOR O. OCHAVO, JR., ED.D., CESO V
Schools Division Superintendent

