

Republic of the Philippines

Department of Education

REGION VI – WESTERN VISAYAS SCHOOLS DIVISION OF CAPIZ

January 9, 2024

DIVISION MEMORANDUM No. 0 1 5 s. 2024

ONLINE REQUEST OF SERVICE RECORD AND CERTIFICATE OF EMPLOYMENT

TO

OIC, Assistant Schools Division Superintendent

Public Schools District Supervisor

Heads of Public Elementary, Integrated and Secondary Schools

Elementary and Secondary Teachers

Administrative Officer II and Administrative Assistant II

All Others Concerned

- 1. Pursuant to **Republic Act 11032** (Ease of Doing Business and Efficient Government Service Delivery Act of 2018) and **Republic Act 101173** (Data Privacy Act of 2012), this Office informs the field that it will make available the **Online Request of Service Record and Certificate of Employment** starting January 15, 2024.
- 2. Administrative Officers II and Administrative Assistants II deployed in the schools are requested to update the service record of the personnel under their cluster/school using the attached template.
- 3. Requests for said documents shall be done through the Administrative Officers II and Administrative Assistants II or by visiting our website at www.depedcapiz.ph under "HR Management".
- 4. All are required to use their DepEd email addresses when accessing the website for security and identification purposes.
- 5. The requested documents shall be claimed at the **Releasing Section three (3) working** days from the date of request and the claimant must present a DepEd ID or any valid government-issued ID.
- 6. If the owner cannot claim the requested document/s personally, he/she may authorize a representative to claim it, provided that said representative presents an authorization letter, representative's valid ID and photocopy of owner's DepED ID or any valid government-issued ID.
- 7. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated Reference: As stated To be indicated in the Perpetual Index under the following subjects:

RECORDS

CERTIFICATION

DDB/ DM_SR&COE 0010/ December 12, 2023







Address: Banica, Roxas City

Contact Number: (036) 620 2371 Email Address: capiz@deped.gov.ph

Website: http://depedcapiz.ph



Republic of the Philippines Department of Education SCHOOLS DIVISION OF CAPIZ

SERVICE RECORD

(To be accomplished by the Employer)

NAME:				(If married woman, give also maiden name
	(Surname)	(Given Name)	(Middle Name)	(
BIRTH:	(Date)	(Place)	·	(Data herein should be checked from birth or baptismal certificate or some other reliable documents)

This is to certify that the employee named herein above actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned.

SER	VICE	RECORD OF APPOINTMENT			OFFICE ENTITY/DIVISION		L/V ABS	SEPARATION
(Inclusive Date) mm/dd/yyyy		Designation	Status Salary	Salary	Station/Place of		W/O PAY	(4)
From	То		(1)	(2)	Assignment	(3)		Date/Cause
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Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular No. 58 dated August 10, 1954, of the system.

CERTIFIED CORRECT:

December 1, 2023 Date

KENNETH D. ANOCHE

EPS II - ALS

OIC - Office of the Administrative Officer V





