



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

January 9, 2024

**DIVISION MEMORANDUM**

No. 015 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](http://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](mailto:capiz@deped.gov.ph)  
**Website:** <http://depedcapiz.ph>

