



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

April 26, 2024

DIVISION MEMORANDUM

No. **244** s. 2024

**IMPLEMENTATION OF THE CERTIFICATE
GENERATOR SYSTEM**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. The Office, through the Information and Communications Technology (ICT) Unit, has developed a Certificate Generator System to facilitate the preparation and printing of diplomas and certificates in the division.
2. The output format is based on DepEd Order No. 031, s. 2019 titled “**The Department of Education Service Marks and Visual Identity Manual (DSMVIM)**”.
3. To ensure compliance with the above policy, the following guidelines shall be observed:
 - a. Using **their** DepEd email to log in, section advisers may access the assigned link for each grade level:
 - Kindergarten Certificate
<https://bit.ly/SDOCAPIZKinderC>
 - Elementary Diploma
<https://bit.ly/SDOCAPIZElemD>
 - Junior High School Certificate
<https://bit.ly/SDOCAPIZJHSC>
 - Senior High School Diploma
<https://bit.ly/SDOCAPIZSHSD>
 - b. Section advisers shall encode the data of their learners in the google form.
 - c. After all learners’ data are encoded, advisers can download the generated **diplomas / certificates** through this link:
<https://bit.ly/SDOCAPIZDIPLOMADownload> .



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- d. The downloaded diplomas/ certificates shall be printed and the required documentary stamps shall be attached by the section advisers. The school heads shall then sign the diplomas/certificates.
 - e. For elementary schools, the diplomas/certificates together with the LIS generated SF5 must be submitted to the district office. The respective Public Schools District Supervisor shall affix their initials under the name of the Schools Division Superintendent as concurrence on the inclusion of the names of the learners in SF5 and validation of the accuracy of the spelling.
 - f. For secondary schools, the diplomas/certificates together with the LIS generated SF5 must be submitted to the division office. The assigned adoptive Education Program Supervisor shall affix their initials under the name of the Schools Division Superintendent as concurrence on the inclusion of the names of the learners in SF5 and validation of the accuracy of the spelling.
 - g. Once the diplomas/ certificates have been signed by the respective Public Schools District Supervisor or by the Adoptive Education Program Supervisor, the schools shall retrieve said documents from the district or division office for distribution during the end of school year rites.
4. Immediate dissemination of and compliance with this Memorandum are desired.

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

Encl.: As stated
Reference: DepEd Order No. 031, s. 2019
To be indicated in the Perpetual Index
under the following subjects:

DIPLOMAS CERTIFICATESS SCHOOLS LEARNERS



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