



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

March 11, 2020

DIVISION MEMORANDUM

No. 98, s. 2020

To: **All Public School Heads**
School ICT Coordinators

ORIENTATION ON THE USE OF CERTIFICATE GENERATOR APPLICATION

1. In accordance with DepEd Order No. 31, s. 2019, the field is hereby informed of the standard format and templates for Certificates of Completion and Senior High School Diploma for School Year 2019-2020 that shall be used by the Division and School personnel.
2. In line with this, the Schools Division Office (SDO) of Science City of Munoz, through the Information and Communications Technology (ICT) Unit, shall conduct an orientation on the use of the *Certificate Generator Application* at the Schools Division Office Conference Hall.
3. Participants to this activity are all School ICT Coordinators to be scheduled by batches as stated below:

<p>Batch 1 – March 16, 2020 at 2:00 PM</p> <ol style="list-style-type: none"> 1. Mapangpang ES, 2. San Felipe ES, 3. Rizal ES, 4. San Andres ES, 5. Mangandingay ES, 6. Villa Isla ES, 7. Linglingay ES, 8. Ran-ayan ES, 9. Gabaldon IS, 	<p>Batch 3 – March 17, 2020 at 2 PM</p> <ol style="list-style-type: none"> 1. Cabisuculan ES 2. Gov. EL Joson ES 3. Bagong Sikat ES 4. Licaong ES, 5. Magtanggol IS 6. Villa Cuizon ES 7. Maragol IS 8. Sapang Cauayan ES 9. Villa Nati ES
<p>Batch 2 – March 17, 2020 at 9:00 AM</p> <ol style="list-style-type: none"> 1. Villa Santos ES, 2. Calabalabaan ES, 3. San Antonio IS, 4. Ricardo V. Adriano ES, 5. Curva ES, 6. Palusapis IS, 7. Catalanacan ES 8. Munoz Central School 9. Munoz North ES 	<p>Batch 4 – March 18, 2020 at 9 AM</p> <ol style="list-style-type: none"> 1. MNHS Annex 2. Maligaya ES 3. DepEd CLSU ES 4. Pandalla ES 5. Calisitan ES 6. Franza ES 7. Bical ES 8. Bantug ES 9. MNHS Main

4. Participants are required to bring laptops and flash drives.






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5. This Memorandum shall serve as the Authority to Travel of all participants.
6. Immediate and wide dissemination of this Memorandum is desired.


DANTE G. PARUNGAO, CESO VI
OIC – Schools Division Superintendent

DEP - ED
SCIENCE CITY OF MUÑOZ
RELEASED
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By: 

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