



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

29 May 2025

DIVISION MEMORANDUM

No. **076**, s. 2025

**GUIDELINES ON THE ISSUANCE OF CERTIFICATES OF APPEARANCE
AT THE DIVISION OFFICE AND REITERATION OF DEPED
MEMORANDUM 022, S. 2020 AND DEPED
MEMORANDUM 001, S. 2023**

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching and Non-Teaching Personnel

1. The Division Records Unit will be implementing a No Authority to Travel – No Certificate of Appearance policy in the Division Office in accordance to Deped Memorandum 022, s. 2020 and Deped Memorandum 001, s. 2023. The Authority to Travel should be approved by authorized signatories as stipulated in DO 022, s. 2020 and DO 001, s. 2023 before the release of the Certificate of Appearance. Those who will be unable to claim a Certificate of Appearance due to lack of Authority to Travel may claim at a later date provided that they produce an original copy of the approved Authority to Travel.
2. This will ensure that all issued certificates of appearance given to clients correspond to approved authorities to travel.
3. For inquiries, contact Mary Ann P. Eugenio at maryann.eugenio001@deped.gov.ph or records.sarangani@deped.gov.ph.
4. Immediate dissemination of this Memorandum is desired.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
PROCEDURES

CERTIFICATES
RULES AND REGULATIONS

MAPE/OSDS-RU/DM – guidelines on the issuance of certificates of appearance at the division office
and reiteration of deped memorandum 022, s. 2020 and deped memorandum 001, s. 2023
0465/May 28, 2025



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