



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

Office of the Schools Division Superintendent

September 15, 2022

DIVISION MEMORANDUM

No. 401, s. 2022

**ADDENDUM TO DIVISION MEMORANDUM NO. 395, S. 2022, ROLL-OUT OF THE  
POLICY AND PROCEDURAL GUIDELINES ON THE CERTIFICATION, AUTHENTICATION,  
AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS**

To: Asst. Schools Division Superintendent  
Division Chiefs  
Administrative Officer V  
Public Elementary and Secondary School Heads  
Private School Registrar  
Public Schools Records Coordinators  
This Division

1. Relative to Division Memorandum No. 395, s. 2022, the expected participants are hereby informed that the activity will be held from 8:00 AM to 5:00 PM.
2. Attached is the list of participants.
3. All other provisions in the previous memorandum shall remain in effect and in force.
4. For information, guidance, and strict compliance.

  
**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

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

*Policy and Procedural Guidelines on CAV*  
RECORDS\_SECTION/EMC



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
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**REGION X – NORTHERN MINDANAO**  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

**LIST OF EMPLOYEES DESIGNATED TO MANAGE RECORDS OF THE SCHOOL**

<b>SCHOOL</b>	<b>NAME OF SCHOOL HEAD</b>	<b>NAME OF RECORDS COORDINATOR</b>	<b>POSITION</b>	<b>E-MAIL ADDRESS</b>
<b>A. ELEMENTARY</b>				
AMOROS ES	Sammy S. Tres Reyes	Mary Jean P. Amarga	Teacher I	maryjean.piit@deped.gov.ph
BOLISONG ES	Leticia O. Pagayon	Rita Jean T. Halena	Teacher I	ritajejan.halena@deped.gov.ph
COGON ES	Jackeline L. Ocon	Mary Ann M. Madrigal	Teacher I	maryann.magnetic@deped.gov.ph
EL SALVADOR CITY CS	Melanie M. Ligutom	Geraldine Leah A. Bendijo	Teacher II	geraldineleah.abrea@deped.gov.ph
HIMAYA ES	Jovel C. Labis	Mae B. Padios	Teacher I	mae.padios@deped.gov.ph
HINIGDAAN ES	Analyn G. Fabria	Sheila G. Abarquez	Teacher I	sheila.abarquez@deped.gov.ph
KALABAYLABAY IS	Doreen P. Martinez/ Lolito D. Bejiga	Ma. Luisa C. Akut	Teacher I	maluisa.akut@deped.gov.ph
KIBONBON ES	Jessica Marie B. Ramos	Mary Kris P. Claus	Teacher I	marykris.claus@deped.gov.ph
MOLUGAN CS	Ian Khay H. Castro/Charlotte J. Ytang	Christy Lane K. Bustalino	Master Teacher-I	christylane.bustalino@deped.gov.ph
PEDRO SA BACULLIO ES	Helen S. Palasan	Cendy C. Ebalig	Teacher III	cendy.ebalig@deped.gov.ph
SAMBUJAWAN ES	Rosemarie U. Saguing	Cherrylene C. Sanoria	Teacher I	cherrylene.sanoria@deped.gov.ph
SAN FRANCISCO DE ASIS ES	Jigger M. Tomarong	Lindy O. Maestre	Teacher I	lindy.maestre@deped.gov.ph
SINALOC ES	Ma. Lou Lea C. Nob	Gumamela T. Oliverio	Teacher I	gumamela.oliverio@deped.gov.ph
TAYTAY ES	Roger E. Pagayon	Ma. Emmariz V. Jubilan	Teacher I	maemmariz.jubilan@deped.gov.ph
ULALIMAN ES	Zigger E. Villahermosa	Chastille Jade W. Galarrita	Teacher I	chastillejade.wabe@deped.gov.ph
<b>B. SECONDARY</b>				
COGON NHS	Chuchie A. Quiring	Mercy Melina M. Daug	Teacher II	mercymelina.daug@deped.gov.ph

EL SALVADOR CITY NHS	Nemele P. Ral/ Richard A Sabellano	Jocelyn T. Bonayog	Master Teacher-I	jocelyn.tomarong@deped.gov.ph
HIMAYA NHS	Salvador T. Bendijo II	Roselyn R. Lumictin	Teacher I	roselyn.lumictin@deped.gov.ph
HINIGDAAN NHS	Rebecca B. Namoc	Leizl S. Pabololot	Teacher I	leizl.pabololot@deped.gov.ph
MOLUGAN NHS	Marivic S. Torres	Hannah L. Doncillo	Teacher III	hannah.doncillo@deped.gov.ph
SAMBULAWAN NHS	John Franklin Dresser	Stephanie J. Cruz	Teacher I	stephanie.cruz@deped.gov.ph
SAN FRANCISCO DE ASIS NHS	Mark Anthony G. Arrieta	Rizza Mae T. Carpentero	Teacher II	rizzamae.carpentero@deped.gov.ph
SINALOC NHS	Raphy B. Buma-at	Glenn Jhay A. Paculanang	Teacher I	glennjhay.paculanang@deped.gov.ph
<b>C. PRIVATE SCHOOL</b>				
MIRACULOUS MEDAL ACADEMY	Dolly Amor E. Barretto	Richard T. Barretto	Finance Officer	rtbarretto1030@gmail.com
THE NEW EL SALVADOR COLLEGES, INC.	Rosita A. Daya	Joyce Faye T. Raypon	Assistant Rregistrar	joycefray@gmail.com
ST. JOSEPH ACADEMY OF EL SALVADOR	Irene M. Baculio	Rowena G. Doblaz	Registrar	st.josephacademy1948@gmail.com

Prepared by:

  
**EULITA M. CASTILLO**  
 AO II/Records Officer/RMIC Focal Person

Noted by:

**JEFFREY M. MARTINEZ**  
 AO-V/RMIC Vice-Chairperson

Recommending Approval:

  
**DIONESIO L. LIWAGÓN JR. CESE**  
 RMIC-Chairperson

Approved by:

  
**OLGA C. ALONSABE Ph.D, CESO V**  
 School Division Superintendent



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DIVISION MEMORANDUM

No. 395, s. 2022

**ROLL-OUT OF THE POLICY AND PROCEDURAL GUIDELINES ON THE  
CERTIFICATION, AUTHENTICATION, AND VERIFICATION OF BASIC EDUCATION  
SCHOOL RECORDS**

To: Asst. Schools Division Superintendent  
Division Chiefs  
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Public Elementary and Secondary School Heads  
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Public Schools Records Coordinators  
This Division

1. In line with the records preparation, Certification, Authentication, and Verification (CAV)-is the official and formal process and acts of checking, reviewing, and certifying the genuineness and veracity of available records of a learner duly performed by DEPED and DFA pursuant to existing arrangements by the said Departments and shall be issued to the applicants only. This is in compliance with DepEd Order No. 48, s. 2017, Policy and Procedural Guidelines on the Certification, Authentication, and Verification (CAV) of Basic Education School Records.
2. The Records Division of DepEd El Salvador City will hold an Orientation of Policy and Procedural Guidelines on the Certification, Authentication, and Verification (CAV) of Basic Education School Records on September 22, 2022, at the Local Government Unit, Audio Visual Room, El Salvador City. —
3. Participants in this orientation include the heads of public elementary and secondary schools, the records coordinators of public schools, and the registrar of private schools.
4. This activity shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

RECORDS\_SECTION/EMC



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5. For inquiries, please contact Eulita M. Castillo Division, Designated Records Officer thru this email address [records.elsalvadorcity@deped.gov.ph](mailto:records.elsalvadorcity@deped.gov.ph) or at mobile No. 09356948014.
6. For immediate dissemination

**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

*Encl.: As stated  
To be indicated in the Perpetual Index  
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*Policy and Procedural Guidelines on CAV*

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