



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. JK s. 2021

TO: ASDSs/Division Chiefs
EPSs/PSDSs/SEPSs
School Heads (Elementary and Secondary)
Teaching and Non-Teaching Personnel
This Division

FROM: MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent

SUBJECT: DIVISION-WIDE ADOPTION OF UNIFORM FORMAT FOR
CERTIFICATES

DATE: October 28, 2021

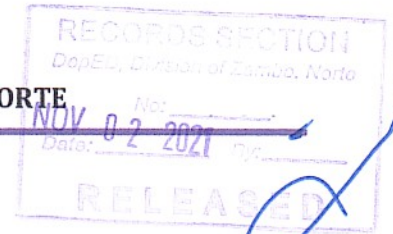
1. In line with DepEd Order No. 009, s. 2021, this Office endeavors to streamline and standardize processes for the uniformity of compliance with the established quality management program, thereby achieving a shared success across governance levels.
2. Pursuant thereto, this office issues the enclosed Guidelines on the Utilization of the Adopted Format for Certificates to guide all personnel in the preparation thereof with aim to integrate internal processes and ensure consistency in the delivery of quality services.
3. It is mandated that certificates prepared by the SDO, schools and learning centers should adopt the format herein provided
4. The format for certificates can be downloaded via the official website www.depedzn.net.
5. Immediate dissemination of and compliance with this memorandum is enjoined.

CJSP/Adoption of Cert Format/10282021





Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 515 s. 2021

TO: ASDSs/Division Chiefs
EPSs/PSDSs/SEPSs
School Heads (Elementary and Secondary)
Teaching and Non-Teaching Personnel
This Division

FROM: MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent

SUBJECT: DIVISION-WIDE ADOPTION OF UNIFORM FORMAT FOR
CERTIFICATES

DATE: October 28, 2021

1. In line with DepEd Order No. 009, s. 2021, this Office endeavors to streamline and standardize processes for the uniformity of compliance with the established quality management program, thereby achieving a shared success across governance levels.
2. Pursuant thereto, this office issues the enclosed Guidelines on the Utilization of the Adopted Format for Certificates to guide all personnel in the preparation thereof with aim to integrate internal processes and ensure consistency in the delivery of quality services.
3. It is mandated that certificates prepared by the SDO, schools and learning centers should adopt the format herein provided
4. The format for certificates can be downloaded via the official website www.depedzn.net.
5. Immediate dissemination of and compliance with this memorandum is enjoined.

CJSP/Adoption of Cert Format/10282021





Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

ANNEX "A"

**GUIDELINES ON THE UTILIZATION OF THE ADOPTED
FORMAT FOR CERTIFICATES**

I. RATIONALE

In the past and even until today, there is a problem with the usage of certificates by the different offices in this Division. The main concerns observed to wit:

1. Inappropriate use of certificates
2. Inappropriate citations on certificates
3. Unfixed Certificate design since it is dependent on the originating office (some are too plain while some are too fancy)

In view of the abovementioned concerns, this Division has approved creation of new certificate formats:

1. To create a Division-wide official and unified format of Certificates for various events and other uses.
2. To inform and re-educate division and school staff on the appropriate use of the various kinds of Certificates.

II. DEFINITION AND USE

(a) Certificate of Participation



- This certificate serves as proof of participation or attendance on a certain event
- Recipient: Participants
- When to Use: Seminars, Meetings, other analogous events





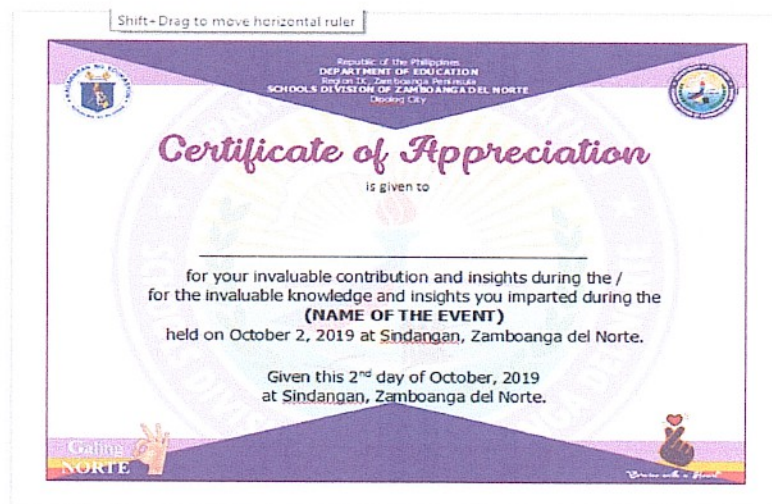
Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

(b) Certificate of Recognition



- From the word *recognition* which means rewarding formally of someone or something, thus, this certificate is a token for those who have exemplified an excellent performance in a certain event or organization
- Recipient: Winners of Contests or other events, Personnel exemplifying excellent performance, Other persons deserving of an award
- When to Use: Contests, Awarding

(c) Certificate of Appreciation



- This is oftentimes confused with the Certificate of Recognition, but from the word *appreciation* which means recognition and *enjoyment* of the good qualities of someone or something (Google.com), this certificate shall be used mainly as a form of extending gratitude to someone for his/her valuable contribution to an event
- Recipient: Speakers, Trainers, Invited Guests, Program Team
- When to Use: Any event





Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

(d) Certificate of Completion



- This certificate is proof of successfully completing a training or a course
- Recipient: Participant
- When to Use: Trainings (especially trainings lasting for a number of days), Courses

(e) Certificate of Commendation



- This certificate is used for year-end awardings for employees showing exemplary performances and employees being able to create innovative works for the entire year.
- Recipient: Employees with Outstanding Performances and Innovative Works
- When to Use: Year-End Awardings, PRAISE





Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

III. SIGNATORIES

1. *For school-level activities conducted by the said school*, signatory would be the **School Principal** with a countersign of the person responsible or person organizing the event.
2. *For district-level activities*, signatory would be the **Public Schools District Supervisor** with a countersign of the person responsible or person organizing the event.
3. *For division-level activities*, signatory would be the **Assistant Schools Division Superintendent**, as overseer of their assigned functional division/OSDS sections with a countersign of the person responsible or person organizing the event.
4. *For certificates distributed/accorded to external entities*, the **SDS** will be the signatory with a countersign of the program owner.

A facsimile of the SDS's signature on the certificates may be allowed only upon his/her approval. In no instance shall it be that his/her facsimile will be used on certificates without authority from him/her.

IV. APPLICABILITY

1. This new format is *not applicable* to Certificates distributed to students during Moving-Up or Graduation ceremonies.
2. This new format applies to electronic certificates and plaques, and should follow the same signatories and citations.

V. SCOPE

This proposal mainly focuses on the unified design and proper usage of the various kinds of Certificates for use on special events and other instances where issuance of Certificate is necessary.

This covers not only Certificates originating from the Division Office proper but from field offices and schools of the entire Zamboanga del Norte Division.

