



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

DEPED - QUEZON ICT UNIT	
UPLOADED	
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23 March 2022

DIVISION MEMORANDUM
DM No. 248, s. 2022

**STRICT IMPLEMENTATION ON SUBMISSION OF "CERTIFICATE OF EXAMINED DOCUMENTS"
FORM IN ALL SUBMITTED DOCUMENTS**

To: Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
Liaison Officers
All SDO Personnel
All Others Concerned

1. This Office through the Records Section would like to announce the strict implementation of Certificate of Examined Documents form in all submitted documents to Sub-Offices and SDO – Pagbilao.
2. It is expected that the SCHOOL HEAD will check the documents and its attachments as to completeness and as to accuracy before submission to the designated Sub-Office or SDO Pagbilao. Checklist and official templates can be accessed thru this link: tinyurl.com/SDO-Templates-Checklist for your perusal.
3. Certificate of Examined Documents form must be **signed by the School Head** and must be **attached per document** to ensure the veracity of submitted documents.
4. **Any document submitted without the certification WILL BE IMMEDIATELY RETURNED** to the Liaison Officer effective **April 11, 2022**.
5. Immediate dissemination and strict compliance of this Memorandum is desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

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