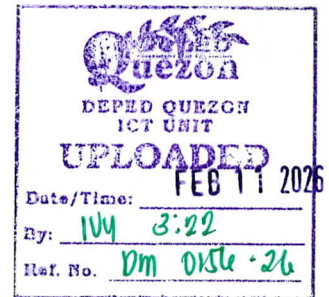




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



09 February 2026

DIVISION MEMORANDUM

No. 0156, s. 2026

MANDATORY ATTACHMENT OF CERTIFICATE OF REVIEWED AND EXAMINED DOCUMENTS TO ALL NON-FINANCIAL DOCUMENTS

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

1. In line with the Division's efforts to strengthen internal control procedures and ensure the completeness of documentation, all public elementary and secondary schools are hereby directed to attach a **Certificate of Reviewed and Examined Documents** to all **non-financial documents** submitted to the Schools Division Office.
2. This requirement covers **administrative issuances, communications, personnel-related documents, reports, requests, endorsements**, and other **non-financial transactions** forwarded by the schools to this Office.
3. The Certificate attests that the documents have been **duly reviewed and verified** for completeness and accuracy before submission by the School Head.
4. Submissions without the required certification shall be **returned** to the originating school for compliance.
5. A copy of the prescribed Certificate is attached herewith for reference and guidance, while a **soft copy format** can be accessed through the **Division Website**.
6. Immediate dissemination and strict compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

recsop02/09/2026

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
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**CERTIFICATE OF REVIEWED AND EXAMINED
DOCUMENTS**

This is to certify that I have reviewed the documents from our school/district for submission to the Schools Division Office. This certification **confirms that the undersigned has verified the completeness and accuracy** of the documents, ensured the use of SDO-prescribed templates and forms, and adhered to the scheduled submission of documents, to wit:

LIST OF SUBMITTED DOCUMENTS

(You may add or delete the number below, if necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(SIGNATURE OVER PRINTED NAME OF THE SCHOOL HEAD)

(DATE SIGNED)

DEPEDQUEZON-SDO-REC-04-007-003



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