



DEPARTMENT OF EDUCATION  
DepEd - Region IV-A  
Burgos Sector  
Burgos, Laguna

Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

26 JAN 2023

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26 Jan 2023

**DIVISION MEMORANDUM**

No. 049, s. 2023

**UTILIZATION OF UPDATED DEPED CERTIFICATE OF APPEARANCE**

To : Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Schoolheads

1. This Office, through the Knowledge Management Team of the Division's Quality Management System, informs all schools and division personnel that the updated Certificate of Appearance shall be utilized effective immediately.
2. The updated document includes the purpose of itinerary as indicated also in the Locator Slip and Authority to Travel.
3. Immediate and widest dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

EDENIA O. LIBRANDA

Chief Education Supervisor  
Officer-in-Charge

Office of the Assistant Schools Division Superintendent

Encl: Certificate of Appearance

Reference: None

QMS / KMT / EJVC / / DM-Utilization of Updated Certificate of Appearance  
/ 01/26/2023



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
Telephone Nos.: 511-4143/511-8620/511-4191/511-8746  
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Website: [depedbinan.com](http://depedbinan.com)

Enclosure

Certificate of Appearance from Schools

  
Republic of the Philippines  
Department of Education  
<INSERT NAME OF SCHOOL>  
<School Address>

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**CERTIFICATE OF APPEARANCE**

This is to certify that \_\_\_\_\_ of \_\_\_\_\_  
(Name)  
\_\_\_\_\_ (Office/School)  
appeared at \_\_\_\_\_ (Office/School)  
on \_\_\_\_\_ for the purpose of \_\_\_\_\_  
(Date)

Given this \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

<NAME OF SCHOOL HEAD>  
Schoolhead  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certificate of Appearance from SDO

  
Republic of the Philippines  
Department of Education  
CITY SCHOOLS DIVISION OF BIÑAN CITY  
P. Burgos St. Brgy. Sto. Domingo, Biñan, City, Laguna

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(Name)  
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appeared at \_\_\_\_\_ (Office/School)  
on \_\_\_\_\_ for the purpose of \_\_\_\_\_  
(Date)

Given this \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

<NAME OF SDS/ASDS/CHIEF/SCHOOL HEAD>  
Position  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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