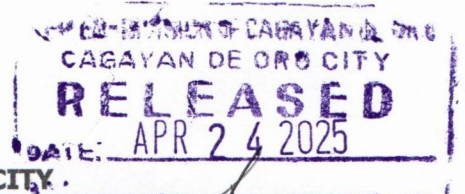




Republic of the Philippines
Department of Education
Region X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



22 Apr 2025

DIVISION MEMORANDUM
No. 337 s. 2025

MANDATORY USE OF APPROVED STANDARD FORMS

To: Asst. Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
SGOD, CID and OSDS Personnel
All Division Office Personnel
All Elementary and Secondary School Heads
All Others Concerned

1. Regarding the implementation of the Quality Management System in this Division, the field is hereby mandated to use the following approved standard forms, as needed:

- Certificate of Recognition
- Certificate of Participation
- Certification of Appreciation
- Certificate of Appearance

2. The forms are accessible at: <https://depedcdo.net/forms/forms>

3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

4. This Office directs immediate dissemination and compliance to this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

QMS. FORMS

DM010-SGOD-YF-LLT / mandatory use of approved standard forms
April 21, 2025



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Certificate of Appearance

This is to certify that _____
of _____ has appeared / attended the **<event>** held at
the **<venue>** on **<date>**.

Given at the _____ on _____.

RISA BEA SOCORRO M. BORRES
Administrative Officer V

Doc. Ref. Code	SDO-SGOD-F001	Rev	00
Effectivity	11.13.2024	Page	1 of 1



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Certificate of Appearance

This is to certify that _____
of _____ has appeared / attended the **<event>** held at
the **<venue>** on **<date>**.

Given at the _____ on _____.

RISA BEA SOCORRO M. BORRES
Administrative Officer V

Doc. Ref. Code	SDO-SGOD-F001	Rev	00
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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
DIVISION OF CAGAYAN DE ORO CITY

Certificate of Participation

This certificate is presented to

for his/her participation during the **<event>** with an accumulated **<# of hours>** hours of attendance held at the **<venue>** on **<date>**.

Given this on the ____ day of ____ 201X at _____.

ROY ANGELO E. GAZO
Schools Division Superintendent

Doc. Ref. Code	SDO-SGOD-F002	Rev	00
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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
DIVISION OF CAGAYAN DE ORO CITY

Certificate of Participation

This certificate is presented to

for his/her participation during the **<event>** with an accumulated **<# of hours>** hours of attendance held at the **<venue>** on **<date>**.

Given this on the ____ day of ____ 201X at _____.

ROY ANGELO E. GAZO
Schools Division Superintendent

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Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Certificate of Appreciation

is given to

<<NAME>>

in recognition of his/her meritorious role during the _____.

Given at the _____ on _____.

ROY ANGELO E. GAZO
Schools Division Superintendent

Doc. Ref. Code	SDO-SGOD-F003	Rev	00
Effectivity	11.13.2024	Page	1 of 1



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
DIVISION OF CAGAYAN DE ORO CITY

awards this

Certificate of Recognition

to

<<NAME>>

*For being a valuable member of the Workshop Management team in the **sample event** held on
December 10-11, 2019 at DepEd Regional Office VII, Sudlon, Lahug, Cebu City.*

ROY ANGELO E. GAZO
Schools Division Superintendent

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