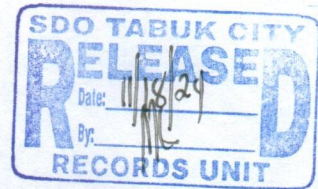




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

15 November 2024

DIVISION MEMORANDUM

No. 460 s. 2024

TO : All SDO Personnel
All Public Schools District Supervisors
All Others Concerned

**ADOPTION AND UTILIZATION OF THE MODERNIZING CERTIFICATION: SDO TABUK CITY
ELECTRONIC GENERATION OF CERTIFICATE OF PARTICIPATION TO LEARNING AND
DEVELOPMENT ACTIVITIES**

1. The SDO Tabuk City through the SGOD- HRTD implemented a project which entitled as **"Modernizing Certification: SDO Tabuk City Electronic Generation of Certificate"** which is adopted by the Division Office and is utilized for the issuance of **Certificate of Participation** in the conduct of learning and development activities.
2. The project aims to:
 - a. **Streamline Processes:** Eliminate time-consuming manual processes by transitioning to an electronic platform for certificate generation;
 - b. **Enhance Accessibility:** Make certificates more accessible to participants of learning and development through a digital interface;
 - c. **Improve Data Accuracy:** Minimize errors associated with manual data entry and enhance the reliability of generated certificates;
 - d. **Strengthen Security:** Ensure the integrity and authenticity of certificates through secure digital processes, including encryption and verification mechanisms;
 - e. **Sustainability:** Reduce the environmental impact of paper-based processes by embracing digital solutions.
4. The following are the steps in the electronic generation of certificate of participation, to wit:
 - a. The proponent will furnish a copy of approved learning and development activity to the SGOD-HRTD;
 - b. The HRTD personnel in-charge will create the link for the electronic generation of certificate of participation in coordination with the proponent;
 - c. The proponent will conduct the learning and development activity;
 - d. After the conduct of the said activity, the participants will fill out the online form for the electronic generation of their certificate of participation.
5. For more queries and clarification please get in touch with the SGOD-HRTD thru Ms. Harriet C. Buslig, EPS II with her contact number: 09094429566 and email address: harriet.buslig@deped.gov.ph.
6. For your information and reference.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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