



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OFFICE

NEGROS ORIENTAL

Flourishing the Paths to Educational Excellence

August 4, 2016



Division Memorandum

No. 457 s, 2016

**RELEVANT DATA REQUIRED WHEN ASKING FOR ISSUANCE
OF RESTRUCTURED DIPLOMAS**

To : Chiefs, SGOD & CID
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In-Charge
Public Elementary & Secondary School Heads
Registrars/Records Designate

1. To facilitate speedy processing of the issuance of RESTRUCTURED DIPLOMAS the requesting schools must submit also very relevant information aside from the Certification previously required effective the issuance of this memorandum.
2. The attached template must be properly accomplished as additional support to the request before appropriate action can be given by the SDO.
3. For everybody's guidance.

LELANIE T. CABRERA

Asst. Schools Division Superintendent

Officer In-Charge

8/04/16

05 AUG 2016



DEPARTMENT OF EDUCATION
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NEGROS ORIENTAL

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Complete Name of the Graduate: _____

Complete Date of Graduation: _____

Complete Name of the School: _____

Complete Name of School Head: _____

Complete Name of PSDS: _____

Complete Name of SDS: _____

Former Name of the School (in case there are changes):

Other Relevant Data :

Name of School Principal/School Head during the Graduation:

Name of PSDS during Graduation:

Name of Schools Division Superintendent during Graduation:

Signature over Printed Name of Person Supplying the Information