



JAN 31 2007

DepED MEMORANDUM

No. 53 , s. 2007

CREATION OF A TASK FORCE ON CERTIFICATION/AUTHENTICATION/VERIFICATION
 (CAV) OF ELEMENTARY AND SECONDARY EDUCATION DIPLOMA AND OFFICIAL
 TRANSCRIPT OF RECORDS

To: Undersecretaries
 Assistant Secretaries
 Bureau Directors
 Directors of Services/Centers and Heads of Units
 Regional Directors
 Schools Division/City Superintendents
 Heads, Public and Private Elementary and Secondary Schools

1. Pursuant to Executive Order No. 582 dated December 4, 2006 entitled "Streamlining the Process of Authenticating Documents Intended for Use Abroad and Transferring the Authentication from the Office of the President to the Department of Foreign Affairs (DFA)", a Task Force is hereby created to assist the Department of Foreign Affairs, Office of Consular Affairs in fast tracking the Certification/Authentication/Verification (CAV) of Elementary and Secondary Education Diploma and Official Transcript of Records being issued by the Department of Education (DepED).

2. The Task Force is composed of:

Chairman	:	Hon. Teodosio C. Sangil, Jr. Undersecretary for Finance and Administration
Co-Chairman	:	Hon. Vilma L. Labrador Undersecretary for Programs and Projects
Vice Chairman	:	Dir. Maximo C. Aljibe, Ph.D., CESO IV Director III, Administrative Service
Members	:	Dr. Carmencita Gloria Chief, Special Events Unit-Reg. III : Ms. Angeraline P. Pelias Chief Administrative Officer – Reg. IV-A : Mr. Renato M. Pastorfide Chief Administrative Officer – Reg. IV-B : Ms. Nanette R. Mamoransing Chief Administrative Officer, Central Office : Ms. Consuelo Quiton Administrative Officer I, BEE, Central Office : Ms. Jeana E. Magtaan Senior Education Specialist, OIC-BSE : Ms. Marilou Cusi Records Officer III - NCR : Mr. Joseph Santiago Computer Programmer II-Central Office

3. The Task Force shall convene on February 1, 2007 at BSE Conference Room, 3rd Floor, Bonifacio Bldg., DepED Central Office, Pasig City at 9:00 a.m. to prepare procedures wherein the Department of Foreign Affairs can expedite the authenticity of the documents. The present procedure of verifying the signature of the certifying officer will be changed to a new authentication system which is not only verifying the authenticity of the signature but also the contents of the authenticated documents.
4. Devolution to the Regional Offices – the Task Force shall identify and submit the necessary electronic equipment to be used by each region to the DFA in preparation for an electronic documentation for the operation of this project.
5. The Task Force shall disseminate and monitor the implementation of the procedures to all the Regional Offices of the Department.
6. The Records Division shall serve as Secretariat to the Task Force.
7. Expenses for meetings, board and lodging, honoraria, payment for extra essential services, materials and supplies shall be charged against OSEC Funds subject to the usual accounting and auditing rules and regulations. Traveling expenses of the Task Force and Secretariat from the Central Office shall be charged to OSEC Funds while traveling expenses of the members of the Task Force from regional offices shall be charged to local funds.
8. Immediate dissemination of this Memorandum is desired.



JESLI A. LAPUS
Secretary

Reference:

None

Allotment: 1 - (D.O. 50-97)

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

AUTHENTICATION
CERTIFICATES
PUPILS
RECORDS
STUDENTS