



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

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DIVISION MEMORANDUM

No. 787, s. 2021

UPDATE ON THE INSTRUCTION OF THE REISSUANCE OF DIPLOMA/CERTIFICATE

TO : Assistant Schools Division Superintendents
Chiefs, CID & SGOD
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In-Charge
Public & Private Elementary and Secondary School Heads
All Others Concerned

1. It has been observed that a number of graduates from our public schools are asking for reissuance of Diplomas/Certificates for various reasons.
2. As a matter of division policy, the following procedures must be followed before a diploma/certificate is reissued.
 - a. a request shall be accomplished by the concerned to the school where he/she graduated; (template of request form enclosed)
 - b. in case the person concerned is not available, the request maybe filed by an immediate kin along with authorization letter and valid ID of the requester and the authorized person;
 - c. the request together with the supporting documents shall be properly endorsed to the Division Office c/o the CID for review and validation of supporting documents;
 - d. the ICT prints the diploma/certificate;
 - e. the printed diploma/certificate shall undergo final review by the CID;
 - f. the diploma/certificate shall be endorsed to the requesting school for signature of the School Head and to be sent back to this division for signature of the SDS; and
 - g. the duly signed diploma/certificate shall be forwarded to the releasing section for pick up by the concerned.
3. The PSDS is advised to review all supporting documents before sending the request for reissuance to the division office.
4. Immediate and wide dissemination of this Memorandum is desired.

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

SPP/JMA-MKP-NLR/CID/NLR/ching
September 20, 2021



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REQUEST FOR REISSUANCE OF DIPLOMA/CERTIFICATE

Complete Name of the Graduate : _____

Complete Date of Graduation : _____

Complete Name of the School : _____

Complete Name of School Head : _____

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

Reason for the request for reissuance:

Supporting Documents:

A. In case of loss of diploma/certificate

- _____ Request letter
- _____ Affidavit of loss
- _____ Certified true copy of Form 18/Form 137/duly signed School Form 5 (SF 5)

B. In case of correction of spelling

- _____ Request letter
- _____ Original copy of issued diploma
- _____ Certified true copy of PSA issued birth certificate
- _____ Certified true copy of Form 18/Form 137/duly signed School Form 5 (SF 5)

Request filed by:

 SIGNATURE OVER PRINTED NAME

 Relation to the owner of the diploma
 (in case he/she is authorized only)

Date filed: _____

Documents reviewed by:

 SIGNATURE OVER PRINTED NAME OF SH



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