



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

24 Aug 2023

DIVISION MEMORANDUM
No. 43 s. 2023

**INFORMATION DISSEMINATION OF SIGNATORIES FOR CERTIFICATE OF
APPEARANCE FOR VISITORS**

To: OIC-Schools Division Superintendent
Chief Education Supervisors
EPS/Designated PSDSs
Heads, Unit/Section
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. To streamline the signing procedures, provide relevant control measures, and ensure efficiency and effectiveness in the issuance of Certificate of Appearance for visitors of the division, this Office announces **CONRADO C. GABARDA**, Administrative Officer V, as the new signatory of Certificate of Appearance for visitors, and **JEANETTE M. BUERA**, Administrative Officer IV/Records Officer II, as the alternate.
2. This process shall take effect immediately upon its release unless otherwise repealed, amended, or rescinded.
3. Enclosed is the official Certificate of Appearance for visitors.
4. Immediate dissemination and strict compliance with of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated.

References: N/A

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

N/A

OSDS – Information Dissemination of Signatories for Certificate of Appearance for Visitors
NONE/August 24, 2023



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



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<https://depedtayabas.com/>

Enclosure



Republic of the Philippines
Department of Education
City Schools Division of the City of Tayabas
Brgy. PotoI Tayabas City

Certificate of Appearance

This is to certify that Mr./Ms. _____ of
_____ attended the _____
held at the _____ on _____, 2023.

CONRADO C. GABARDA
Administrative Officer V



Republic of the Philippines
Department of Education
City Schools Division of the City of Tayabas
Brgy. PotoI Tayabas City

Certificate of Appearance

This is to certify that Mr./Ms. _____ of
_____ attended the _____
held at the _____ on _____, 2023.

JEANETTE M. BUERA
Administrative Officer IV/Records Officer II



Brgy. PotoI, Tayabas City



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