



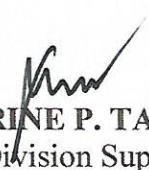
Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM

No. 320, s. 2018

TO : CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOLS
ALL TEACHING PERSONNEL
ALL OTHERS CONCERNED

FROM : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent 

SUBJECT : DISSEMINATION OF DEPED REGIONAL MEMORANDUM NO. 4A-09-RM-18-552

DATE : September 24, 2018

This is to inform the field on the DepEd Regional Memorandum No. 4A-09-RM-18-552
re: *Procedure on the Request for the Issuance of Certificate of Remittances.*

Attached herewith is the DepEd Regional Memo for your perusal.

Widest and immediate dissemination of this memorandum is highly expected.

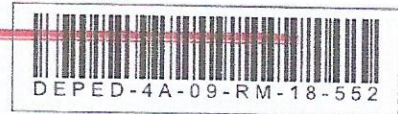
AS-AO/DISSEMINATION OF DEPED REGIONAL MEMORANDUM NO. 4A-09-RM-18-552
DM-320/09-24-18





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Gate 2 Karangalan Village
1900 Cainta, Rizal



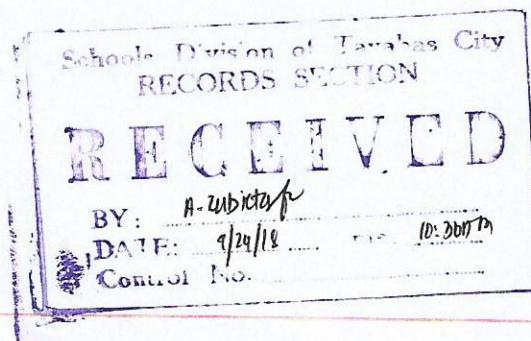
TO : SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : PROCEDURE ON THE REQUEST FOR THE ISSUANCE OF CERTIFICATE
OF REMITTANCES

DATE : September 19, 2018

1. In compliance with the provisions of Data Privacy Act (RA 10173) and its Implementing Rules and Regulations for the protection and maintenance of the right of customers to confidentiality to regulate the collection, handling, and disposal of all personal information.
2. All requests for the issuance of Certificate of Remittances to GSIS, Pag-IBIG Fund and PhilHEALTH will be done personally by the requesting official/personnel by submitting the letter of request and presenting DepEd issued ID card at the Finance Division (Accounting Section) of this Office.
3. For requests through an authorized representative, it will be done by submitting a letter of request supported by an authorization letter and photocopies of valid IDs of the requesting official and authorized representative.
4. No Certification shall be entertained through an electronic mail (e-mail).
5. For strict and immediate implementation.



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