



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

January 3, 2023

DIVISION MEMORANDUM

No. **005**, s. 2023

DESIGNATION OF SCHOOL REGISTRAR/SCHOOL RECORDS CUSTODIAN

To: Assistant Schools Division Superintendents
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

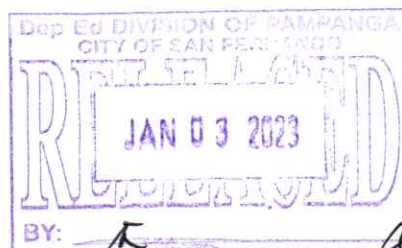
1. School Heads are requested to submit the name of the designated School Registrar/School Records Custodian on or before January 13, 2023, through this link: **<https://tinyurl.com/SRCustodian>**.
2. Designation is preferably for permanent employees with a national item. Only one School Registrar/School Records Custodian will be designated per School.
3. Schools with permanent Senior High School Registrar and Administrative Officer II item shall still update the name of the Registrar/AOI in the link. Attach the approved appointment copy or CSC transmittal of appointment in lieu of the designation letter.
4. For wide and immediate dissemination.

ENGR. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent

Encl.: As stated

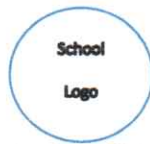
AOAS/01-03-23

000000000009374



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-27-28; Email Address: pampanga@deped.gov.ph





Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA
NAME OF SCHOOL
District/Cluster
Address

Date

NAME OF EMPLOYEE

Position
School
District/Cluster
Municipality, Pampanga

Dear **Ms./Mr. Surname**,

In the exigency of the service, you are hereby designated as School Registrar/School Records Custodian effective January 13, 2023. This is concurrent with your present positions as _____.

You are expected to perform the duties and responsibilities as School Registrar/School Records Custodian, especially in the processing of Certification, Authentication, and Verification (CAV) of Form 137 and the Diploma.

Please be guided accordingly.

NAME OF SCHOOL HEAD

Position

CONFORME:

SIGNATURE OVER PRINTED NAME OF DESIGNEE

Position



Address: Barangay, Municipality, Pampanga
Telephone No.: (000) 000-0000; Email Address: school@deped.gov.ph