



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 273 s. 2024

To: All Schools Division Superintendents
 All Assistant Schools Division Superintendents
 All Others Concerned

**PROCESS ON THE ISSUANCE OF CERTIFICATE OF APPEARANCE (CA)
 FOR OFFICIAL TRANSACTIONS IN THE DEPARTMENT OF
 EDUCATION REGIONAL OFFICE NO. I**

1. The Office through the Administrative Division–Personnel Section is in charge of releasing and providing Certificate of Appearance (CA) for clients and DepEd Personnel who have official transaction in the Regional Office.
2. In order to verify the justness of the request for a CA, requester-client must present the duly approved Authority to Travel indicating the purpose of the official business.
3. After verification, the requester-client shall fill-up the details required in the CA before its issuance.
4. For information, guidance and strict compliance.

TOLENTINO G. AQUINO
 Director IV

Encl.: As Stated

References: As Stated

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

EMPLOYEES

PERSONNEL

TRAVEL

AD/PS/hfa/RM_ApprovedTravelOrderinSecuringCA

March 7, 2024



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