



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division
Superintendent



MEMORANDUM

To : Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All other concerned
This Division

From : CHERRY MAE L. LIMBACO
Schools Division Superintendent

Subject : ADDENDUM TO DIVISION MEMORANDUM NO. 75, s. 2020
(RELEASE OF SERVICE RECORDS)

Date : JULY 16, 2020

Pursuant to *Republic Act 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)* and *Republic Act 10173 (Data Privacy Act of 2012)*, the field is hereby informed of the following guidelines pertaining to the request and release of **SERVICE RECORDS, CERTIFICATES OF EMPLOYMENT and COPIES of APPOINTMENT** in this Division.

1. Requests for *service record, certificate of employment and copy of appointment* shall be **ONLINE** by visiting our website, www.depedcdor.net, under "contact us" or thru the following links; <https://bit.ly/depedcdosrapplcation> (service record), <https://bit.ly/depedcdocoeapplication> (certificate of employment) and <https://bit.ly/depedcdocoapplication> (copy of appointment).
2. Requesting these documents in person at the Division Office is **highly discouraged** at this time.
3. The requested *service record, certificate of employment and copy of appointment* shall **ONLY** be released to the owner of the said document by presenting his/her valid government issued ID at the releasing section three (3) days from the date of request.



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048



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4. If the owner cannot claim the requested document/s personally, he/she may authorize a representative to claim it, provided that the said representative presents a *Special Power of Attorney (SPA)* from the owner along with a valid government issued ID.

5. **Unclaimed** requested *service record, certificate of employment and copy of appointment* will be properly disposed of, one (1) month after the date of printing, emancipating this Office from any accountability.

6. Please be guided accordingly.



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