

#### Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City



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November 11, 2016

DIVISION MEMORANDUM No. 381, s. 2016

## MODIFIED FORMAT OF THE CLAIM STUB FOR DEPARTMENT OF FOREIGN AFFAIRS AUTHENTICATION

To: Heads, Public Elementary and Secondary Schools All Others Concerned

- For the information and guidance of all concerned, enclosed is a copy of DepEd Memorandum No. 118, s. 2016 "The Modified Format of Claim Stub for the Department of Foreign Affairs (DFA) Authentication Form". This is pursuant to the Letter dated September 8, 2016 of the DFA to DepEd.
- 2. For your guidance, information and wide dissemination.

LEILANI S. CUNANAN, CESO VI Schools Division Superintendent



#### Republic of the Philippines

### Department of Education

04 NOV 2016

DepEd MEMORANDUM No. **188**, s. 2016

# MODIFIED FORMAT OF THE CLAIM STUB FOR DEPARTMENT OF FOREIGN AFFAIRS AUTHENTICATION

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

- 1. The Department of Education (DepEd) issues the Modified Format of Claim Stub for the Department of Foreign Affairs (DFA) Authentication Form (copy enclosed) for the information and guidance of all concerned. This is pursuant to the Letter dated September 8, 2016 of the DFA to DepEd.
- 2. The revision to the claim stub are as follows:
  - a. Logo of the issuing government agency must be affixed to the upper-left portion of the claim stub; and

 Region/Division office of the Department of Education (DepEd) must be indicated or specified.

- 3. The DFA has also prescribed the inclusion of the following in the new claim stub:
  - a. Requirement for authorized representative who will claim Authentication of forwarded documents; and
  - Authentication Fee of One Hundred Pesos (P 100.00) to be paid upon claiming the document/s at DFA-Authentication Office.
- 4. Likewise, it is reiterated that all unclaimed documents will be disposed of after three months from the scheduled date of release.
- 5. This amends accordingly DepEd Memorandum No. 62, s. 2016 entitled Change in DepEd Memorandum No. 381, s. 2007 (Guidelines on the Issuance of Certification, Authentication and Verification, (CAV) of Elementary and Secondary Education Diploma, Official Transcript of Records, and Other School Records).
- 6. This Memorandum shall take immediately upon its approval.
- Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES

Secretary

Encl:

As stated

References:

DepEd Memorandum: (No. 62, s. 2016) and 381, s. 2007

To be indicated in the <u>Perpetual Index</u> under the following subjects:

AUTHENTICATION

CHANGE CERTIFICATES FEES

FORMS LOGO

**OFFICIALS** 

 $mvec/\underline{DM-Modified}$  Format of the Claim Stub for DFA Authentication 0785– October 20, 2016

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