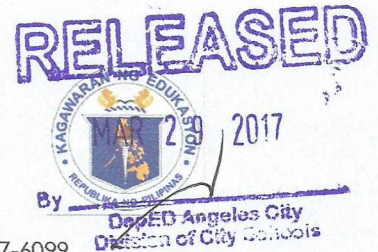




Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City

Jesus Street, Pulungbulu, Angeles City  
Tel. No. (045) 322-5722; 888-0582; 322-4702 / Fax Nos. (045) 887-6099



**March 28, 2017**

**DIVISION MEMORANDUM**

No. 118, s. 2017

**CERTIFICATE OF COMPLETION**

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

- 1.** This is to inform the field of the template to be used in issuing Certification for those students who finished grade 6 and grade 10 levels but failed to submit their respective form 137 due to unsettled accounts in the previous school (private school) that they have attended.
- 2.** It is understood that all other school records should not be released until they have submitted the pertinent documents from their previous (private) school.
- 3.** Immediate dissemination of this Memorandum is desired.

  
**LEILANI S. CUNANAN, CESO VI**  
Officer-In-Charge

Office of the Schools Division Superintendent

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that \_\_\_\_\_ has  
completed \_\_\_\_\_ in this school in the school year  
\_\_\_\_\_.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2017, in lieu of the  
official school records (Forms 137 & 138 and Diploma), which will be issued only  
upon submission of the required school records from previous school.

\_\_\_\_\_  
(School Head)