



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
Tacloban City

Date: May 14, 2024

**DIVISION MEMORANDUM**

No. 452 s. 2024

**SUBMISSION OF CERTIFICATE OF COMPLETION FOR THE PASSERS OF THE  
PRESENTATION PORTFOLIO ASSESSMENT 5 PASSERS**

**TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS CID / SGOD  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
CENTRAL SCHOOL PRINCIPALS  
EDUCATION PROGRAM SPECIALIST II - ALS  
ALS TEACHERS  
ALL OTHERS CONCERN**

1. In order to expedite the release of the Presentation Portfolio Assessment 5 passers, this office informs the field that each ALS teacher will prepare the certificate of completion of their respective passers.
2. The template will be provided by the Education Program Specialist II anchored in the DepEd issuance relative to the presentation portfolio.
3. ALS teachers are required to ensure that the NAME (per LIS), LIS number and the Presentation Certificate Number are correct before submitting it to the ALS focal person for validation.
4. Final submission of the Certificate of Completion will be this 12<sup>th</sup> day of July, 2024.
5. Immediate dissemination and strict compliance of this memo is desired.

*Capalma*  
**SHERLITA A. PALMA EdD, CESO VI**  
OIC -Schools Division Superintendent

