January 24, 2024

DIVISION MEMORANDUM
No._____024_____, s. 2024

IMPLEMENTATION OF QR CODE SYSTEM FOR TRAINING CERTIFICATES IN THE SCHOOLS DIVISION OF NORTHERN SAMAR

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals-In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1.   In alignment with the Schools Division's objective to verify authenticity and ensure the integrity of training and Learning and Development (L&D) programs across all governance levels, this Division hereby issues the Implementation of the QR Code System for Training Certificates.

2.   Attached are the process flow on how to obtain the Division QR Code for Training Certificates either implemented in the school, district, or division level; form to be submitted to obtain the Division QR Code for Training Certificates; and sample certificate with QR code.

3.   Accordingly, all School Heads, District Heads, and Program Owners of trainings/L&D activities within the Schools Division Office are required to comply strictly with these guidelines, as they are integral to the implementation of the Learning and Development System within the Division and other human resource processes, including the verification of certificate authenticity for promotion, performance appraisal, and rewards and recognition purposes.

4.   For guidance and compliance.

GAUDENCIO C. ALJIBE JR., PhD, CESO VI
OIC-Schools Division Superintendent

Enclosure: As stated
References: L&D System and Subsystem
To be indicated in the Perpetual Index under the following subjects:

L&D   Training   QR Code

SGOD-HRDS-PRB

PROCESS FLOW

FLOW	CONCERNED PERSONNEL	TASK
Submission of the Form	School: Proponent/ Focal Person/s or the School Head/School ICT Coordinator SDO: Program Owner *Needed:* *1. QR Code for Certificate of Training Form*	1. The School/District Head, School/District ICT Coordinator or SDO Program Owner submits a scanned copy of the QR Code for Certificate of Training to **Microsoft Forms** at least 5 days before the conduct of the Training/L&D Activity (the Program Design shall be approved by the Schools Division Superintendent). The requesting official shall ensure that the entries in the form are complete, true, and correct.
Giving of authority to use the Division QR Code for Training Certificates	IT Officer and staff/HRDS Personnel	1. The IT Officer/staff review the request as to the authenticity of the training/L&D activity conducted, completeness, and correctness. 2. The IT Officer/staff sends the authority to use the Division QR code and includes the names of the participants by encoding the title of the training, training code, and names of participants in the **Division Registry of Trainings** in the official website of the Schools Division of Northern Samar.
Printing of Certificate with QR Code	Proponent/ Focal Person/s	1. Once the process has been completed, the concerned school/office may start printing the certificates with QR Code (see attached sample). *Note: Trainings that has undergone the process and has been authorized to use the Division QR Code shall be included in the Division Registry of Trainings and shall be part of the Division Training and Development Information System (TDIS).*

REQUEST FORM

Name of the School: _____

School ID: _____

Name of School/District Head
(for school or district-based training): _____

*School DepEd email: _____

DepEd email of
Requesting/Processing Official: _____

Title of Activity
(as per approved training program design): _____

Inclusive dates of implementation: _____

Venue: _____

With CPD units? (Answer Yes or No): _____

Number of participants: _____

List of participants:

No.	Full Name	Position
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

_____

Training Manager/Program Owner