

DRN: PSD-CBS-20230125-0376

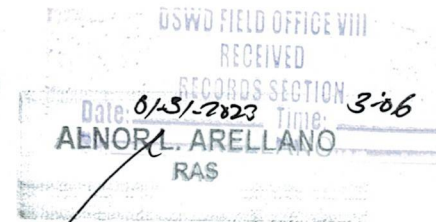
MEMORANDUM

FOR : **ALL OFFICIALS AND EMPLOYEES**
This Office

FROM : **THE REGIONAL DIRECTOR**
This Office

SUBJECT : **GUIDANCE IN THE PREPARATION OF CERTIFICATES**

DATE : **25 JANUARY 2023**



This is to provide guidance in the preparation of certificate of appreciation/participation by different offices at the FO.

The Learning and Development Section (LDS) of the Human Resource Management and Development Division (HRMDD) produced a standard form of certificates that shall be utilized at the Field Office.

Firstly, certificates shall be submitted to the Social Marketing Unit where logo, insignia, and color scheme shall be checked if according to the DSWD's brand design or guidelines.

Next, said certificate shall be forwarded to the Capacity Building Section (for external participants) or LDS (if internal participants) to review the content, its organization, font used and sizes.

The forms shall be printed in an **A4** size - specialty paper. Further, the Division Chief or other supervisor as the end - user, shall affix their initials under the Regional Directors name.

Lastly, attached herewith are the sample certificates for everyone's reference.

For guidance and compliance.


GRACE Q. SUBONG

Republic of the Philippines
Department of Social Welfare and Development
Field Office VIII
Magsaysay Boulevard, Tacloban City

CERTIFICATE OF APPRECIATION (ARIAL 30)

is awarded to (Calibri, 12)

JUAN DE LA CRUZ (ARIAL, 26)

in sincere appreciation for his valuable time and expertise shared as the Resource Person during the conduct of (Calibri, 12)

Training on Safe Spaces Act and the Magna Carta of Women (Arial, 20)

held on November 24 - 25, 2022 at Madison Park Hotel, Tacloban City, Leyte. (Calibri, 12)

Given this 25th day of November 2022 in Tacloban City, Leyte. (Calibri, 12)

GRACE Q. SUBONG (ARIAL, 16)
Regional Director (Arial, 14)

Republic of the Philippines
Department of Social Welfare and Development
Field Office VIII
Magsaysay Boulevard, Tacloban City

CERTIFICATE OF PARTICIPATION (ARIAL 30)

is awarded to (Calibri, 12)

JUAN DE LA CRUZ (ARIAL, 26)

for her active participation in the (Calibri, 12)

Training on Safe Spaces Act and the Magna Carta of Women (Arial, 20)

held on November 24 - 25, 2022 at Madison Park Hotel, Tacloban City, Leyte. (Calibri, 12)

Given this 25th day of November 2022 in Tacloban City, Leyte. (Calibri, 12)

GRACE Q. SUBONG (ARIAL, 16)
Regional Director (Arial, 14)

Training Hours: 7 Hours