



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 622 s. 2024


22 OCT 2024

**PROCEDURES IN ACCESSING AND PRINTING THE E-CERTIFICATES
FOR THE INTER-SCHOOL SPORTS FESTIVAL 2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In connection with the Inter-School Sports Festival 2024, which started on October 11, 2024, and continue until December 2024, this memorandum details the procedures for accessing and printing the e-certificates. The Schools Division Office of the Schools Division of the City of Batac, through the Committee on Awards and Certificates will issue e-certificates and assign control numbers to all participants.
2. To ensure proper documentation and smooth processing of the e-certificates, please follow the steps below:
 - a. Visit the link below to access the e-certificates:

<https://tinyurl.com/SDCB-e-CERTIFICATES>


 - b. Cut A4 bond paper in half crosswise. Prepare enough paper based on the number of participants.
 - c. Download the certificates in PDF format from the portal.
 - d. Place the paper in the printer tray in portrait orientation. Ensure the printer settings are adjusted to A5 size.
 - e. Print the certificates and distribute them to the participants.
3. Certificates of Participation are now available for download and distribution. Tournament managers from each event are requested to access the provided link and ensure that the certificates are printed accurately. They are also responsible for distributing the certificates to their respective athletes. Additionally, teachers from each school are tasked with printing the certificates for the *tamboreros* and scouts to facilitate their distribution. School heads must ensure that all participants receive their certificates in a timely manner. Other participants may follow the procedures in accessing the certificates.
4. Should you have any concerns or technical difficulties, please contact the office through (077) 677-1993 or email address at batac.city@deped.gov.ph.
5. For information and guidance.

 SDCB RECORDS UNIT
2415617


ANSELMO R. ALUDINO
Schools Division Superintendent



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Telephone No.: (077) 677-1993

Encl.: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

CERTIFICATES
INTER-SCHOOL SPORTS FESTIVAL

4222/CID-AVJ/DM-Procedures in Accessing and Printing the E-Certificates
October 18, 2024



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