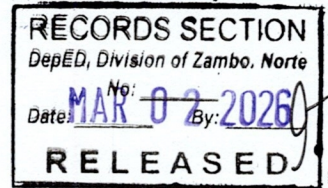




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



February 25, 2026

Division Memorandum

No. 133, s. 2026

**GUIDELINES ON ATTENDANCE TO EVENTS AND TRAININGS REGISTERED
UNDER EVENT REGISTRATION**

To: Assistant Schools Division Superintendents
Division Chiefs
PSDSs/PICDs/EPSSs/SEPSs
School Heads (Elementary/Secondary)
Teaching and Non-Teaching Personnel
This Division

1. The office issues the enclosed Guidelines on Attendance to Events and Trainings Registered under Event Registration to address delay in event registration, inaccuracy in generation and deferral in release of required certificates.
2. The guidelines prescribe the measures and procedures on attendance of personnel to events and trainings to maximize the online platform for administrative purposes. With intent to uphold integrity of records and optimize government resources, this issuance institutionalizes standardized procedures governing attendance, confirmation of participation and issuance of required certificates. The tasks and responsibilities of officials managing events/trainings are clearly elucidated to properly establish accountability.
3. For queries and concerns, please contact the Office of the Schools Division Superintendent, through email at zn.division@deped.gov.ph or at telephone number (065) 212 5843.
4. Failure to comply with this issuance shall be dealt with accordingly in accordance with existing rules and regulations.
5. Immediate dissemination of and strict compliance with this memorandum is enjoined.

MAJARANI M. JACINTO EDD, CESO V
Schools Division Superintendent

ASjlr/EventReg Policy/DM006-02026



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I. RATIONALE

In line with the Division's continuing efforts to strengthen governance mechanisms and streamline internal processes, the implementation of the online Event Registration (EventReg) system was established to ensure an organized, transparent, and efficient management of official trainings, seminars, workshops, and related activities. EventReg serves as a centralized platform for participant registration, validation, monitoring of attendance, and generation of Certificates of Appearance (CA).

However, recurring concerns such as delayed registration, failure to update PTS account credentials, and repeated requests for certificate reissuance have resulted in administrative inefficiencies and unnecessary verification of records already archived.

To address these concerns, this policy institutionalizes clear guidelines and standardized procedures governing attendance, confirmation of participation, and issuance of Certificates of Appearance. This aims to uphold integrity of records, ensure discipline in compliance with digital systems, and optimize the use of government time and resources.

II. DEFINITION OF TERMS

For purpose of this Memorandum, the terms, words and phrases provided herein shall be defined/described in the context of managing trainings/events and shall be construed in the following manner:

- 1. Event Registration (EventReg)** – refers to an online service accessible thru this division's website (depedzn.net/eventreg) for registration of participants to an event/training organized by the Schools Division of Zamboanga del Norte. It can generate CA based on the information provided; however CA issuance to registered participants is subject to confirmation/verification by the PMT per instruction from the program owner.
- 2. Program Management Team (PMT)**– refers to a team responsible for managing event/training, ensuring that all activities aligned with standards indicated in the original proposal. It provides logistical and administrative support for trainings, including managing documentation, organizing training sessions, and ensuring that all necessary materials are available for participants.
- 3. Program Owner**– refers to an employee/official tasked, pursuant to the mandate of her/his functions, to implement/organize activities including, but not limited to, trainings, seminars, and the like. As the original program designer indicated in the proposal, all instructions should emanate/course through him/her including confirmation of registrants in the EventReg.



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- 4. Support Staff** – refers to those personnel requested to assist the PMT in managing an event or training. They are performing administrative tasks, secretariat and support other logistical concerns.
- 5. Technical Working Group (TWG)** – refers to a group of personnel with proven expertise identified and assembled to help in meticulously designing/enhancing specific program/policy of DepEd.

For purposes of managing events, it is highly discouraged to use the term TWG alternatively with PMT without degrading the value conferred to the former. Guided by this policy, the HRMPSB shall carefully assess documents and appreciate TWG membership only when it qualifies with the description provided in related issuance.

III. GUIDELINES AND PROCEDURES

To address delay and other issues regarding events/trainings, the following measures and procedures are hereby adopted:

3.1 All personnel must personally secure PTS account password to update required account information and to avoid delay in online registration (EventReg). Participants/attendees may register online early subject to confirmation during actual conduct of activity.

3.2 In case when the identified participant is unable to attend the event due to justifiable reason, such information must be relayed promptly to the program owner for appropriate action. In such case, a proxy/replacement shall be identified and notice shall be issued through addendum or advisory.

3.3 Denied access to PTS account shall not be accepted as justification for delayed registration or issuance of certificate/s.

3.4 The PMT shall communicate the adopted House Rules (applicable for trainings) every session day and shall specifically reiterate prompt registration (with cut-off time) thru EventReg to ensure clear expectations among participants. With early confirmation of registrants, the PMT can then start generating CA to ensure that attendees are given CA for their attendance. CA shall only be issued/released during the event/activity.

3.5 For events/activities that extend beyond one (1) day, a separate registration shall be done on a daily basis subject to the confirmation of the program owner. The confirmation shall be based solely on requisite/necessity of attendance to the activity/event.



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3.6 When the event/activity is done, the online registration (thru EventReg) shall likewise be closed. Consequently, no CA shall be issued thereafter or reissued once lost. To put otherwise, no appeal/plea for event registration or CA release/issuance shall be entertained after the event, regardless of reason/justification.

3.7 The Program Owner shall take full accountability in managing an event, including the registration in the EventReg and confirmation of registrants per disseminated list for CA generation. She/he must ensure that all generated CAs are verified and authenticated as actual participants prior to presentation for signing.

IV. MONITORING AND EVALUATION

The SDO, through the HRDU and Administrative Service, shall continuously gather feedback on the implementation of this policy from all concerned offices. They shall conduct periodic policy review to further improve personnel's welfare and address the operational challenges in the implementation of this issuance.

All offices across all governance levels, together with accountable officials and personnel, shall ensure compliance with this memorandum and adherence to the existing rules and regulations.

V. TRANSITORY

All concerned are hereby given seven (7) working days from the release of this Memorandum to secure certificate/s for their attendance from recently conducted events. Failure to secure certificate within the given period shall constitute waiver on their part to obtain CA for said appearance.

VI. INTERPRETATION

This Memorandum shall be construed in consistency with existing issuances of this Division regarding training management, CA issuance, and other related matters.

VII. REFERENCES

The issuances related to these guidelines are the following:

- a. DM No. 406 s. 2023 titled, Division Event Registration System
- b. DM No. 331 s. 2025 or the Policy on Issuance of Certificate of Appearance