

### Republic of the Philippines

# Department of Education

CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

Office of the Schools Division Superintendent

MAR 2 4 2025

March 21, 2025

#### **DIVISION MEMORANDUM**

N**q)** 3 - 1 **j s**, 2025

#### SUBMISSION OF SCHOOL HEADS SPECIMEN SIGNATURE

To:

Assistant Schools Division Superintendent

Chief Education Supervisor

Public Schools District Supervisor

Private and Public Elementary and Secondary School Heads

All Others Concerned

- In connection with DepEd Order No. 48. s. 2017 entitled Policy and procedural Guidelines on the Certification, Authentication and Verification (CAV) of Basic School Records, you are hereby requested to submit the specimen signatures of School Heads authorized to sign, certify and endorse to the Academic School Records of a learner requesting for CAV.
- 2. Follow the prescribed format (see Enclosure No.1) to be prepared and submitted by district to the **Records Unit** on or before **March 28, 2025**.
- 3. Immediate dissemination and compliance of this memorandum is hereby directed.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:
SPECIMEN SCHOOL HEADS

OSDS/momosay 03/21/25



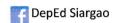




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## Department of Education

### CARAGA REGION

### **SCHOOLS DIVISION OF SIARGAO**

### Enclosure No.1: LIST OF SCHOOL HEADS SPECIMEN SIGNATURE

SCHOOL	NAME OF SCHOOL HEAD	POSITION	SPECIMEN SIGNATURE	DEPED EMAIL ADDRESS	CONTACT NUMBER







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