



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

March 21, 2025

DIVISION MEMORANDUM

No. **03-105**, 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

1. 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

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03/21/25



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Enclosure No.1: LIST OF SCHOOL HEADS SPECIMEN SIGNATURE

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