



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



DIVISION MEMORANDUM

No. _____ S. 2026

02-055

To: Asst. Schools Division Superintendent
Public Schools District Supervisors
Schools Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
This Division

**ACCEPTANCE AND IMPLEMENTATION OF THE DIGITAL AND ELECTRONIC
SIGNATURE OF THE SCHOOLS DIVISION SUPERINTENDENT**

1. In line with the Department of Education's continuing efforts to promote efficient, transparent, and technology-driven governance with reference of COA Circular No. 2021-006, the Schools Division Office of Siargao hereby announces the official acceptance and use of the digital and electronic signature of the Schools Division Superintendent (SDS), MANUEL O. CABERTE for all approved documents, effective immediately.
2. The use of the SDS electronic signature aims to:
 - a. Streamline internal and external processing of official documents;
 - b. Reduce delays caused by manual signatures;
 - c. Strengthen document security and authenticity through digital verification;
 - d. Support the digitalization initiatives of the Department of Education.
3. The digital and electronic signature of the SDS shall bear the same validity, authority, and legal effect as the handwritten signature, consistent with the provisions of Republic Act No. 8792 (E-Commerce Act of 2000) and its Implementing Rules and Regulations.
4. All division units, sections, schools, and field offices are hereby directed to recognize, accept, and process documents duly signed with the digital and electronic signature of the Schools Division Superintendent, including but not limited to:
 - o Memoranda
 - o Certifications
 - o Communications/Letters
 - o Approvals and Clearances
 - o Division Orders
 - o Reports
 - o Any other official issuances requiring the SDS signature



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5. To ensure security and proper handling of electronically signed documents, all personnel are reminded to:
 - a. Use official DepEd email accounts when transmitting documents;
 - b. Avoid unauthorized sharing or duplication of the SDS e-signature; and
 - c. Verify the authenticity of documents using established SDO protocols.
6. For questions, clarification, or technical concerns, offices may coordinate with the Information and Communications Technology Unit (ICTU) of the Division Office.
7. Immediate dissemination and strict compliance with this Memorandum are directed.


MANUEL O. CABERTE
Schools Division Superintendent

References:
COA Circular no. 2021-006
Inclusions: None

OSDS/HR/rmb