



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



DIVISION MEMORANDUM

No. 07-188 s. 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Public School District Supervisor
Private and Public Elementary and Secondary School Heads
All Other Concerned

SUBMISSION OF SCHOOL HEADS SPECIMEN SIGNATURE

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 of School Heads authorized to sign, certify, and endorse to the Academic School Records of a Learner requesting for CAV.
2. All Administrative Officers (AOs) of Central Schools per district are directed to facilitate the collection, completion, and submission of the Specimen Signature Forms of School Heads.
3. AOs of non-central schools are likewise requested to coordinate and assist in securing the required specimen signature and information to ensure timely compliance.
4. Kindly use the prescribed format (see Enclosure 1) to be prepared and submitted to the Records Unit on or before July 6, 2026.
3. Immediate dissemination of this memorandum is directed.

MANUEL O. CABERTE
Schools Division Superintendent

Encl/s: None

Reference/s: None

To be indicated in Perpetual Index under the following subjects

SPECIMEN CAV

OSDS/REAgatep
07/01/2026



Address: Brgy. Osmeña, Dapa, Surigao del Norte

Contact No.: 09190040217

Website: sdoosiargao.com

siargao@deped.gov.ph

DepEd Siargao



OSDS202607OKXV57HYK5P

