



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

September 12, 2024

DIVISION MEMORANDUM

No. 437 s.2024

SUBMISSION OF THE UPDATED LIST OF NAMES AND SPECIMEN SIGNATURE OF SCHOOL HEADS PER DEPED ORDER NO. 48, S.2017

TO: Public Schools District Supervisors/ In-Charge of the District
Public Elementary and Secondary School Heads

1. Please be reminded of the provision stipulated in DepEd Order No. 48, s.2017, under General Instructions in the processing of Certification, Authentication and Verification (CAV) of Basic Education School Records, Procedure No.10 paragraph C which provides that:

“All Schools Division Offices shall submit in soft and/or hard copy updated list of school heads and their respective specimen signature, within 30 days before the opening of classes”.

2. In this regard, may we request the updated List of School Heads and their respective specimen signatures to be submitted to the Records Section on or before **September 20, 2024** through the following link: <https://shorturl.at/N2gWV>. This will allow time for checking and consolidation before the deadline at the Regional Office on September 30, 2024.

3. Specimen signature must be signed on a clear paper and submitted as a picture in landscape layout through the provided link. Please ensure the picture is in JPEG format and does not exceed more than 10 MB in size.

4. This Office complies with the Data Privacy Act of 2012. The specimen signature will be treated with utmost confidentiality and shall be used for the abovementioned purpose only.

5. For compliance.

CECILE C. FERRO, CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent