



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

DEPARTMENT OF EDUCATION
Division of Misamis Oriental

RELEASED

DATE: **APR 02 2025**

BY:  4:22

Office of the Schools Division Superintendent

27 March 2025

DIVISION MEMORANDUM

No. **227**, series 2025

**OFFICIAL TEMPLATE FOR CERTIFICATES AND DIPLOMA AND
AUTHORIZED SIGNATORIES FOR EOSY 2024-2025**

To: **Public Schools District Supervisors/In-Charge**
Elementary and Secondary School Heads
Elementary and Secondary Teachers
Others Concerned
This Division

1. The official templates for the Certificate of Completion are governed by the DepEd Service Marks and Visual Identity Manual (DSMVIM) pursuant to DepEd Order No. 31, s. 2019, further emphasized in DepEd Order 09, s. 2023 ad DepEd Memorandum No. 35, .2 2023.
2. In light of the upcoming End-Of-School-Year Rites (EOSY), this Office hereby directs all concerned to use the official templates which can be downloaded through this link <https://bit.ly/2025EOSYcertificates>.
3. The authorized signatories for the certificates of completion and diplomas are the School Heads and the Schools Division Superintendent. For quick reference, see the table below:

LEVEL	DOCUMENT TYPE	CHECKING AND INITIAL	SIGNATORIES
Kindergarten	Certificate (Katunayan)	PSDS/DIC/Assigned EPS	School Head and SDS
Grade 6	Certificate (Katunayan)	PSDS/DIC/Assigned EPS	School Head and SDS
Junior HS (Grade 10)	Certificate (Katunayan)	PSDS/DIC/Assigned EPS	School Head and SDS
Senior HS (Grade 12)	Diploma (Katibayan)	PSDS/DIC/Assigned EPS	School Head and SDS

4. For schools headed by a Teacher In-charge, the Cluster Principal shall sign the Certificate/Diploma. In the absence of a Cluster Principal, the Public Schools District Supervisor/ District In-charge shall be the signatory.



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5. Wide dissemination of this Memorandum is hereby enjoined.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent

JANICE LOURDES S. RESURRECCION
Administrative Officer V
OIC- Office of the Schools Division Superintendent

Encls.: As stated
References: None
To be indicated in the Perpetual Index
under the following subjects:



DIPLOMA/CERTIFICATE
TEMPLATES
EOSY RITES

ELO/MAMA/MMA/HRD-imonte