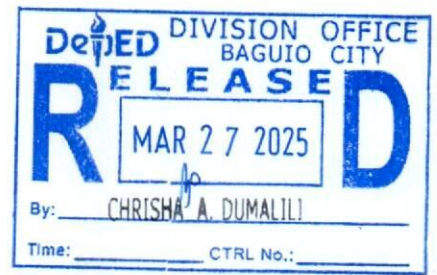




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



March 27, 2025

DIVISION MEMORANDUM

No. 223-2025

**SUBMISSION OF COMPLETION CERTIFICATES AND DIPLOMAS FOR
DIGITAL SIGNATURE**

To: CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public School Heads
Public School Teachers
All Others Concerned

1. To ensure uniformity and proper authentication, schools are advised not to print the completion certificates and diplomas yet. Instead, all schools must submit the official soft copies of the following documents in PDF format for digital signature:
 - Kindergarten- Certificate of Completion
 - Grade 6 Completers: Diploma
 - Grade 10 Completers: Junior High School Certificate of Completion
 - Grade 12 Graduates: Diploma
2. Submission Guidelines:
Email to: baguio.city@deped.gov.ph
Email Subject: [School Name] - Completion Certificates and Diplomas
Attachment Requirements:
 - ✓ Ensure all files are soft copies (not scanned copies).
 - ✓ Certificates and diplomas must be in PDF format and ready for signature (without existing signatures).
3. Once digitally signed, the certificates and diplomas will be emailed back to your school for printing. The school head must then affix their wet signature before the final distribution to the completers and graduates.



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5. For any concerns, please contact harris.dizon@deped.gov.ph. Thank you for your cooperation in this process.

6. Immediate and wide dissemination of this memorandum is expected.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent