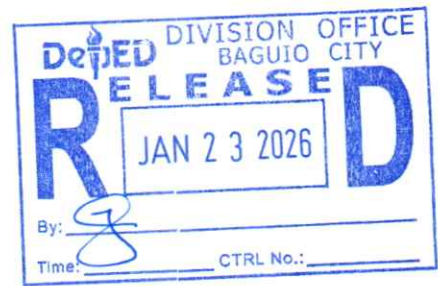




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



January 23, 2026

**DIVISION MEMORANDUM**

No. 060-2026

**REQUIREMENTS FOR DIGITAL SIGNING OF CERTIFICATES AND  
DIPLOMAS – EOSY CLOSING & GRADUATION**

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

- 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
- Schools must thoroughly check all certificates and diplomas before submission.
- Each certificate/diploma should be on a single sheet. Avoid placing two or more certificates on one page as it complicates digital signature placement.
- Submission Guidelines:  
Email to: [baguio.city@deped.gov.ph](mailto: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).
- 5. 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.
- 6. Immediate and wide dissemination of this memorandum is expected.

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent

*For the Schools Division Superintendent*

**CARMEL F. MERIS**  
OIC- Assistant Schools Division Superintendent