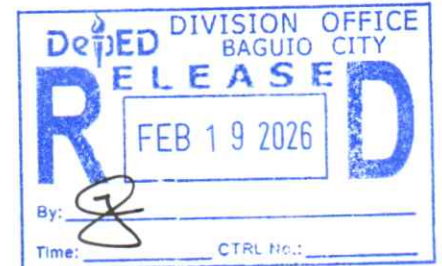




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 18, 2026

DIVISION MEMORANDUM


No. 149-2026

**ADDENDUM TO 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

1. In reference to Division Memorandum No. 060-2026 dated January 23, 2026, and pursuant to DepEd Order No. 9, s. 2023 (Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-of-School-Year Rites) and DepEd Order No. 31, s. 2019 (The Department of Education Service Marks and Visual Identity Manual – DSMVIM), all public schools are directed to constitute a School Checking Committee (SCC) to validate End-of-School-Year (EOSY) certificates and diplomas prior to submission for digital signing.
2. The SCC shall ensure that: (a) all learner names and information are accurate and consistent with LIS, SF5, SF10, and other official records; and (b) all certificates and diplomas follow the DepEd-prescribed format and specifications under **DepEd Order No. 31, s. 2019 (Department of Education Service Marks and Visual Identity Manual – DSMVIM)**.
3. The SCC shall accomplish and sign the School Checking Committee Certification (SCC Certification) and submit it together with the PDF files of all EOSY certificates and diplomas to the Schools Division Office through **baguio.city@deped.gov.ph** for digital signing, in accordance with Division Memorandum No. 060-2026.

4. The SCC Certification shall be the only document requiring the wet signature of the Schools Division Superintendent (SDS). All individual certificates and diplomas shall remain digitally signed, with the School Head affixing their wet signature upon printing before distribution.
5. Certificates and diplomas that do not conform to the prescribed format, content, or layout, or contain discrepancies in learner information, shall be returned to the school for correction and revalidation by the SCC prior to digital signing.
6. Immediate and wide dissemination of this memorandum is expected.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent





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SCHOOL CHECKING COMMITTEE CERTIFICATION
(For EOSY Certificates and Diplomas)

School: _____

District: _____

School Year: 2025–2026

CERTIFICATION

We, the undersigned members of the School Checking Committee (SCC), certify that we have reviewed and validated the names, learner information, and layout of all **Kindergarten Certificates of Completion, Grade 6 Diplomas, Grade 10 Certificates of Completion, and Grade 12 Diplomas** of this school.

We affirm that all entries are accurate, complete, and consistent with official school records, and that all certificates and diplomas conform to the official DepEd format and visual identity standards prescribed under DepEd Order No. 31, s. 2019 (DSMVIM).

This Certification is issued in compliance with Division Memorandum No. 060, s. 2026 and its Addendum.

Name	Position/Designation	Signature	Date
	Chairperson		
	Member		
	Member		
	Member		

Noted by:

School Head
(Signature over Printed Name)

Approved:

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent



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DepEd Tayo Baguio City



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