



Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



July 30, 2026

DIVISION MEMORANDUM
No. 371, s. 2026

73026380

**SUBMISSION OF THE UPDATED LIST OF NAMES AND SPECIMEN SIGNATURES
OF SCHOOL HEADS per DepEd ORDER NO. 48, s. 2017 AND
REGIONAL MEMORANDUM NO. 01001, s. 2026**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Public Elementary and Secondary School Heads

1. In conformity to DepEd Order No. 48, s. 2017 and Regional Memorandum No. 01001, s. 2026 dated July 27, 2026, all school heads are reminded of the provision 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/or hardcopy an updated list of school heads and their respective specimen signatures, within 30 days before the opening of classes."

2. In this regard, school heads are requested to update their school data record and their respective specimen signatures following the format below. Kindly fill-out the template provided via this link <https://forms.gle/up4XjPqqsGgyA6566> to be submitted to the Division Records Section on or before August 14, 2026.

NAME OF SCHOOL	NAME OF SCHOOLHEAD	POSITION	SPECIMEN SIGNATURE	EMAIL ADDRESS	CONTACT NUMBER

3. This Office complies with the DATA PRIVACY ACT of 2012. The specimen signatures will be treated with utmost confidentiality shall be used for the aforementioned purpose only.

4. For the information, guidance and immediate compliance of all concerned.

NYMPHA D. GUERMO
Schools Division Superintendent