



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

September 11, 2024

DIVISION MEMORANDUM
 No. 202,s.2024

**SUBMISSION OF UPDATED LIST OF NAMES AND
 SPECIMEN SIGNATURES OF SCHOOL HEADS
 per DepEd Order No. 48,s.2017**

**TO: Asst. Schools Division Superintendent
 Public Schools District Supervisors
 OIC-Public Schools District Supervisors
 Elementary and Secondary School Principals
 Teachers-In-Charged**


- Concerned Public Schools District Supervisors are hereby directed to submit the updated List of School Heads (both Elementary and Secondary) and their respective specimen signature to the Office of the Administrative Officer V (Administrative Services) not later that September 25, 2024.
- This is in compliance with the Regional Memorandum No. 1017,s.2024 dated September 9, 2024 in relation to DepEd Order No. 48,s.2017 which provides that:

“All Schools Division Offices shall submit in soft and/or hard copy of the updated list of school heads and their respective specimen signature, within 30 days before the opening of classes”

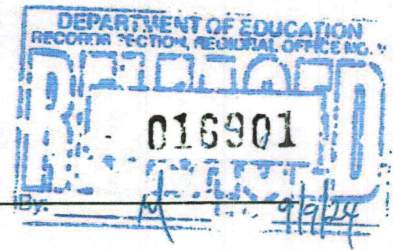
- Said list of School Heads and their respective signature must be in the following format:

Name of Schools	Name of School Head	Position	Specimen Signature	Email Address	Contact Number

- For information, guidance and strict compliance.


WILLIAM E. GANDO, CESO VI
 Schools Division Superintendent





September 9, 2024

REGIONAL MEMORANDUM

No. _____ s. 2024

01017

SUBMISSION OF THE UPDATED LIST OF NAMES AND
 SPECIMEN SIGNATURES OF SCHOOL HEADS
 per DEPED ORDER NO. 48, S. 2017

To: Schools Division Superintendents
 SDO's Records Officers

1. Please be reminded of the provision stipulated in DepEd Order No. 48, s. 2017, 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:

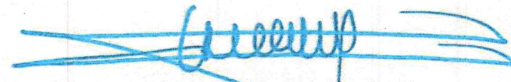
"All Schools Division Offices shall submit in soft and/or hard copy updated list of school heads and their respective specimen signature, within 30 days before the opening of classes"

2. In this regard, may we request the updated List of School Heads and their respective specimen signatures to be submitted to the Administrative Division-Records Section on or before September 30, 2024 following the format below:

NAME OF SCHOOL	NAME OF SCHOOL HEAD	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 and shall be used for the abovementioned purpose only.

4. For compliance.


GILBERT T. SADSAD
 Regional Director

AD/RS/bmr
 09-09-2024



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