



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM2020-2-85  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE FEB 14 2020  
BY: [Signature]

**Division Memorandum**

No. 85 s. of 2020

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisor, CID and SGOD  
Public Elementary and School Heads  
All Others Concerned

**FROM:** For the Schools Division Superintendent:

  
RALPH T. QUIROG  
Chief Education Supervisor, CID

**DATE:** February 14, 2020

**SUBJECT:** FORMAT FOR YEAR-END CERTIFICATES

1. This office hereby reiterates strict adherence to DepED Order No. 31, series of 2019 re: The Department of Education Service Marks and Visual Identity Manual with regards the format of department's year-end certificates.
2. Please see enclosures for reference and specifications.  

Enclosure A: Template and Specifications for SHS Diploma  
Enclosure B: Template and Specifications for JHS Certificate of Completion  
Enclosure C: Template and Specifications for Grade 6 Certificate of Completion  
Enclosure D: Template and Specifications for Kindergarten Certificate of Completion
3. A copy of the template will be made available for download in the division's website
4. Queries relative to this can be relayed to Rio G. Arbutante, *Education Program Specialist II for Social Mobilization and Networking* at 0917 845 6602.

**TO BE POSTED IN THE WEBSITE**



Purok 6, Casisang, Malaybalay City  
Telefax (088) 314-0094  
Email: Malaybalay.city@gmail.com

**Enclosure B: Template and Specifications for JHS Certificate of Completion**



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*

**REHIYON X**  
**REGION X**

**SANGAY NG MALAYBALAY CITY**  
**DIVISION OF MALAYBALAY CITY**

**XXXXXX HIGH SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**PANGALAN NG MAG-AARAL**

LEARNER REFERENCE NUMBER (LRN): XXXXXXXXXXXXX

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Junior High School na itinakda  
*has satisfactorily completed the requirements of the Junior High School Curriculum prescribed for*  
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*Secondary Schools of the Department of Education and is therefore awarded this*

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa Lungsod ng Malaybalay, Pilipinas nitong ika- 3 ng Abril 2020.  
*Signed in Malaybalay City, Philippines on the 3<sup>rd</sup> day of April 2020.*

**PANGALAN NG PUNONGGURO**

**VICTORIA V. GAZO, PhD, CESO V**

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

Punongguro  
*Principal*

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*



Old English Text MT, 14 pt. size  
Old English Text MT, 10 pt. size

Old English Text MT, 16 pt. size  
Old English Text MT, 10 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 8 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 8 pt. size

Bookman Old Style, 14 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

Bookman Old Style, 18 pt. size  
Bookman Old Style, 10 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

Bookman Old Style, 18 pt. size  
Bookman Old Style, 11 pt. size

Bookman Old Style, 14 pt. size  
Bookman Old Style, 9 pt. size

**Enclosure A: Template and Specifications for SHS Diploma**



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*

**REHIYON X**  
**REGION X**

Old English Text MT, 14 pt. size  
Old English Text MT, 10 pt. size

Old English Text MT, 16 pt. size  
Old English Text MT, 10 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 8 pt. size



Bookman Old Style, 11 pt. size  
Bookman Old Style, 8 pt. size

**SANGAY NG MALAYBALAY CITY**  
**DIVISION OF MALAYBALAY CITY**

**XXXXXX HIGH SCHOOL**

Bookman Old Style, 14 pt. size

Pinatutunayan nito na si  
*This certifies that*

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

**PANGALAN NG MAG-AARAL**  
LEARNER REFERENCE NUMBER (LRN): XXXXXXXXXXXXX

Bookman Old Style, 18 pt. size  
Bookman Old Style, 10 pt. size

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School  
*has satisfactorily completed the requirements for graduation in the Senior High School*

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

TRACK  
STRAND

Bookman Old Style, 12 pt. size

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*prescribed for Secondary Schools of the Department of Education and is therefore awarded this*

Bookman Old style, 11 pt. size  
Bookman Old Style, 9 pt. size

**KATIBAYAN**  
**DIPLOMA**

Bookman Old Style, 18 pt. size  
Bookman Old Style, 11 pt. size

Nilagdaan sa Lungsod ng Malaybalay, Pilipinas nitong ika- 3 ng Abril 2020.  
*Signed in Malaybalay City, Philippines on the 3<sup>rd</sup> day of April 2020.*

Bookman Old Style, 12 pt. size  
Bookman Old Style, 9 pt. size

**PANGALAN NG PUNONGGURO**

Punongguro  
*Principal*

Bookman Old Style, 12 pt. size  
Bookman Old Style, 9 pt. size

Bookman Old Style, 12 pt. size  
Bookman Old Style, 9 pt. size

**VICTORIA V. GAZO, PhD, CESO V**

Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*

**Enclosure C: Template and Specifications for Elementary Certificate of Completion**



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**Kagawaran ng Edukasyon**  
*Department of Education*

**REHIYON X**  
*REGION X*

**SANGAY NG MALAYBALAY CITY**  
*DIVISION OF MALAYBALAY CITY*

**XXXXXX ELEMENTARY SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**PANGALAN NG MAG-AARAL**

LEARNER REFERENCE NUMBER (LRN): XXXXXXXXXXXX

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda  
*has satisfactorily completed the requirements of the Elementary Curriculum prescribed*  
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*by the Department of Education and is therefore awarded this*

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa Lungsod ng Malaybalay, Pilipinas nitong ika- 3 ng Abril 2020.  
*Signed in Malaybalay City, Philippines on the 3<sup>rd</sup> day of April 2020.*

**PANGALAN NG PUNONGGURO**

**VICTORIA V. GAZO, PhD, CESO V**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*



Old English Text M1, 14 pt. size  
Old English Text M1, 10 pt. size

Old English Text M1, 16 pt. size  
Old English Text M1, 10 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 8 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 8 pt. size

Bookman Old Style, 14 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

Bookman Old Style, 18 pt. size  
Bookman Old Style, 10 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

Bookman Old Style, 18 pt. size  
Bookman Old Style, 11 pt. size

Bookman Old Style, 12 pt. size  
Bookman Old Style, 9 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

**Enclosure D: Template and Specifications for Kindergarten Certificate of Completion**



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*

**REHIYON X**  
**REGION X**

Bookman Old Style, 11 pt. size  
Bookman Old Style, 8 pt. size



Old English Text MT, 14 pt. size  
Old English Text MT, 10 pt. size

Old English Text MT, 16 pt. size  
Old English Text MT, 10 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 8 pt. size

**SANGAY NG MALAYBALAY CITY**  
**DIVISION OF MALAYBALAY CITY**

**XXXXXX ELEMENTARY SCHOOL**

Bookman Old Style, 14 pt. size

Pinatutunayan nito na si  
*This certifies that*

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

**PANGALAN NG MAG-AARAL**

LEARNER REFERENCE NUMBER (LRN): XXXXXXXXXXXX

Bookman Old Style, 18 pt. size  
Bookman Old Style, 10 pt. size

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Kindergarten na itinakda  
*has satisfactorily completed the requirements of the Kindergarten Curriculum prescribed*  
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*by the Department of Education and is therefore awarded this*

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

**KATUNAYAN**  
**CERTIFICATE**

Bookman Old Style, 18 pt. size  
Bookman Old Style, 11 pt. size

Nilagdaan sa Lungsod ng Malaybalay, Pilipinas nitong ika-3 ng Abril 2020.  
*Signed in Malaybalay City, Philippines on the 3<sup>rd</sup> day of April 2020.*

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

**PANGALAN NG PUNONGGURO**

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

Punongguro  
*Principal*

Bookman Old Style, 11 pt. size  
Bookman Old Style, 9 pt. size

**VICTORIA V. GAZO, PhD, CESO V**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*