



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

DM 2020-02-109
DEPED MALAYBALAY CITY DIVISION
RELEASED
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DIVISION MEMORANDUM
No. 109, s.2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All other concerned

FROM: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE: February 26, 2020

SUBJECT: **SCHEDULE FOR THE SIGNING OF DIPLOMAS AND CERTIFICATES OF COMPLETION**

1. The field is hereby informed of the schedule for the signing of Diplomas and Certificates of Completion for the School Year 2019-2020 for proper guidance. However, the school may opt to submit earlier than their schedule.
2. It is further reiterated the strict adherence to DepEd Order No.031,s. 2019 re: The Department of Education Service Marks and Visual Identity Manual with regards to the guidelines in preparing diplomas and certificates.
3. Please see also enclosures of Division Memorandum No.85,s.2020 for sample of the templates.

Copy furnished:

Records Unit

To be posted in the division website.



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SCHEDULE FOR THE SIGNING OF DIPLOMAS AND CERTIFICATES OF COMPLETION

Date	District
March 10, 2020	District 9 and 10
March 11, 2020	District 7 and 8
March 12, 2020	District 5 and 6
March 13, 2020	District 3 and 4
March 14, 2020	District 1 and 2



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