



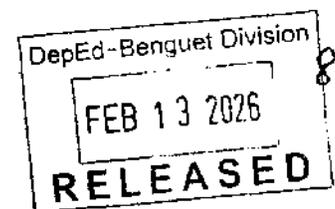
Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

February 13, 2026

**DIVISION MEMORANDUM: 65 S. 2026**

**GUIDELINES ON THE DIGITAL SIGNING OF CERTIFICATES AND DIPLOMAS FOR  
EOSY CLOSING AND 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 line with ensuring uniformity, authenticity, and proper documentation of school credentials, all schools are hereby advised to refrain from printing diplomas and certificates for the End of School Year (EOSY) Closing and Graduation Rites.
2. Instead, all schools shall submit official soft copies of the following documents in PDF format for digital signature:

**Required Documents:**

- **Kindergarten** – Certificate of Completion
  - **Grade 6 Completers** – Diploma
  - **Grade 10 Completers** – Junior High School Certificate of Completion
  - **Grade 12 Graduates** – Diploma
3. All attachments must be **original soft copies (not scanned)** and **must not contain any existing signatures**.
  4. Files must be in **PDF format** and ready for digital signing.
  5. All certificates and diplomas must be **thoroughly reviewed** prior to submission to ensure accuracy of information and compliance with prescribed formats.



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**6. Process Flow / Submission Guidelines:**

- Refer to the link using your DepEd email account only.

<https://sites.google.com/deped.gov.ph/sdobeng-diplomportal/home?authuser=3>

7. The uploaded certificates and diplomas for Secondary Schools will undergo further review by the Education Program Supervisors (EPS), while those for Elementary Schools will be reviewed by the Public Schools District Supervisors (PSDS). Once the review process is completed, the diplomas will be digitally signed.
8. Immediate and wide dissemination of this information is hereby requested.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Regional Director and Concurrent Officer In-Charge  
Officer of the Schools Division Superintendent



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