



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



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MEMORANDUM

To : All Public Schools District Supervisors
All School Principals and Heads of Public and Private Elementary and
Secondary Schools including Tech. Voc. Schools

From : Schools Division Superintendent

Date : February 24, 2015

Subject: : Submission of Specimen Signature of School Heads (Public and Private
Elementary and Secondary Schools including Tech. Voc. Schools)

Attached is the Memorandum from the Officer-in-Charge, Office of the Regional Director, DepEd, Region III, Maimpis, City of San Fernando (P) re: Certification, Authentication and Verification of the Records Unit requiring all School Principals and Heads of Public and Private Elementary and Secondary Schools to submit their specimen signatures using the attached format to be submitted to this Office on or before March 13, 2015 (Friday).

For information and compliance.

NICOLAS T. CAPULONG, Ph. D., CESO VI
Schools Division Superintendent

AOV/crl
2/24/2015