



**DepED**  
DEPARTMENT OF EDUCATION  
Region I  
DIVISION OF CITY SCHOOLS  
Dagupan City

**RELEASED**  
DEED  
DATE: 10/26/17  
BY: [Signature]


October 26, 2017

**MEMORANDUM TO:** All Principals/School Heads/OICs/TICs  
(Public and Private Schools)

Pursuant to DepEd Memorandum No. 381, s. 2007, please accomplish the template below and submit to this Office c/o the Division Records Section, on or before November 3, 2017, the updated List of School Heads and their respective specimen signatures for consolidation and submission to the DepEd Regional Office I c/o Regional Records Section on November 7, 2017, this data is used as basis for verification of the authenticity of the documents such as Form 137, Diploma and Certificate of Graduation submitted to the Regional Records Section before issuing the Certification, Authentication and Verification (CAV).

| School | Name of School Head | Designation | Specimen Signatures |
|--------|---------------------|-------------|---------------------|
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|        |                     |             |                     |

Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**LORNA G. BUGAYONG, Ph.D., CESO VI**  
Officer In-Charge  
Office of the Schools Division Superintendent