



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

NO. 086 s. 2026

TO: CID Chief Education Supervisor
 SGOD Chief Education Supervisor
 Elementary and Secondary School Heads
 All Others Concerned

SUBJECT: REITERATION OF THE PRESCRIBED TEMPLATE FOR CERTIFICATES OF ELEMENTARY, KINDERGARTEN, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL DIPLOMA BASED ON DEPED MANUAL OF STYLE (DMOS)

DATE: February 20, 2026

1. This Memorandum is issued to reiterate the strict compliance of all concerned personnel in the Division regarding the prescribed correct template certificates of Elementary, Kindergarten, Junior High School and Senior High School Diploma. This is in accordance with the Department of Education (DepEd) Manual of Style (DMOS) and its relevant DepEd Orders.
2. The Department of Education aims to ensure consistency, clarity, and uniformity in all its official documents, including diplomas issued to our completers and graduates. Adherence to the prescribed templates is crucial for maintaining the credibility and unified identity of DepEd.
3. It is emphasized that the DepEd Manual of Style (DMOS), 2018 Edition, which prescribes the latest language style, format, and usage, is institutionalized through DepEd Order No. 030, s. 2019. This Order mandates all officials and personnel from the central down to the regional, schools division, and school levels to actively take part in promoting the use of the DMOS.
4. Furthermore, DepEd Order No. 031, s. 2019, also known as "The Department of Education Service Marks and Visual Identity Manual," provides specific guidelines on the standard format and templates for Certificates of Completion and Senior High School Diplomas. This includes defined content, font styles, and font sizes. Schools are reminded to be particular with these specifications.
5. School Heads and personnel involved in the preparation and issuance of Certificate of Completion for Kindergarten, Grade 6 and Grade 10 and Diploma for Senior High School learners are hereby directed to strictly follow the templates outlined in DepEd Order No. 031, s. 2019, in conjunction with the general styling and formatting principles of DepEd Order No. 030, s. 2019.
6. Immediate and widest dissemination of this Memorandum is desired.

cid/eca
 Fn: Template for Diplomas
 Enclosures: As stated

REBONFAMIL R. BAGUIO
 Assistant Regional Director
 Concurrent, Officer-in-Charge
 Office of the Schools Division Superintendent



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Sample Senior High



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education
REHIYON XI
REGION XI
SANGAY NG DAVAO DEL NORTE
DIVISION OF DAVAO DEL NORTE



KAPALONG NATIONAL HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN):1435254

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

TRACK

STRAND

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

KATIBAYAN
DIPLOMA

Nilagdaan sa Davao del Norte, Pilipinas nitong ika-31 ng Marso 2026.
Signed in Davao del Norte, Philippines on the 31st day of March 2026.

EDUARD C. AMOGUIS
Punongguro
Principal

REBONFAMIL R. BAGUIO
Assistant Regional Director
Concurrent, Officer-in-Charge
Office of the Schools Division Superintendent



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REHIYON XI
REGION XI
SANGAY NG DAVAO DEL NORTE
DIVISION OF DAVAO DEL NORTE
PUROK NG ASUNCION
DISTRICT OF ASUNCION



GAVINO E. AMOGUIS ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN):1435254

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

KATUNAYAN
CERTIFICATE

Nilagdaan sa Davao del Norte, Pilipinas nitong ika-31 ng Marso 2026.
Signed in Davao del Norte, Philippines on the 31st day of March 2026.

MARLON G. EBRADO
Punongguro
Principal

REBONFAMIL R. BAGUIO
Assistant Regional Director
Concurrent, Officer-in-Charge
Office of the Schools Division Superintendent

Sample Kinder



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Department of Education
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DIVISION OF DAVAO DEL NORTE
PUROK NG ASUNCION
DISTRICT OF ASUNCION



GAVINO E. AMOGUIS ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN):1435254

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

KATUNAYAN
CERTIFICATE

Nilagdaan sa Davao del Norte, Pilipinas nitong ika-31 ng Marso 2026.
Signed in Davao del Norte, Philippines on the 31st day of March 2026.

MARLON G. EBRADO
Punongguro
Principal

REBONFAMIL R. BAGUIO
Assistant Regional Director
Concurrent, Officer-in-Charge
Office of the Schools Division Superintendent

Sample Junior High



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Department of Education
REHIYON XI
REGION XI
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DIVISION OF DAVAO DEL NORTE



ASUNCION NATIONAL HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN):1435254

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Junior High School na itinakda para sa
has satisfactorily completed the requirements of the Junior High School Curriculum as 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 Davao del Norte, Pilipinas nitong ika 31 ng Marso 2026.
Signed in Davao del Norte, Philippines on the 31st day of March 2026.

EDUARD C. AMOGUIS
Punongguro
Principal

REBONFAMIL R. BAGUIO
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