



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

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To: Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

Subject: **SIGNATORY FOR THE CERTIFICATE OF COMPLETION FOR  
KINDERGARTEN, GRADE 6, AND 10**

Date: February 16, 2026

Due to some inquiries on the preparation of Certificate of Completion for Kindergarten, Grades 6, and 10, specifically on the signatory among schools without a school head due to retirement, promotion, resignation, and other related reasons, the SCHOOL HEAD DESIGNATE ON FINANCIAL MATTERS shall sign the certificate of completion.

Immediate and wide dissemination of and compliance with this Letter are earnestly desired.

  
**CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent

Division Letter  
No. 24 s. 2026