



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

April 3, 2025

**DIVISION MEMORANDUM**

OSDS No. 046, s. 2025

**DIPLOMA PRINTING FOR SY 2024-2025**

To: Schools Division Superintendent  
Assistant Schools Division Superintendent  
All Elementary and Secondary School Heads

1. In reference to the upcoming end of school year rites which includes the printing of certificates and diploma for the graduating students for the SY 2024-2025.
2. The procedure of printing the certificates and diplomas are as follows:
  - a. Visit the online system: ***diploma.depeditacurong.org***
  - b. Download the template and fill out the required list of graduating students.
  - c. Once done, upload the final filled out list on the system.
  - d. After uploading, proceed to the Division Office for diploma printing.

*The division office shall provide the pre-printed DepEd Central Logo and DepEd Tacurong Logo in a letter-sized (8.5" x 11") parchment paper through single procurement process under schools' MOOE allocated for diploma printing. The office shall provide the diploma template compliant with the DepEd Manual of Style*

3. The schedule of printing shall be as follows:

Day	Time	Office
April 5, 2025	1:00PM onwards	ICTU Office
April 6, 2025	10:00AM to 6:00PM	
April 7-9, 2025	9:00AM to 5:00PM	

4. School Heads are advised to send a representative to do the actual printing of the diploma. The IT Officer shall only assist in printing.
5. Schools with earlier graduation schedule will be prioritized. Schedule will be on a first come first served basis.



Address: Alunan Highway, Poblacion, Tacurong City 9800  
Telephone Numbers: (064)-200-6316; 0919-065-6425  
Email: [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
Website: [depeditacurong.org](http://depeditacurong.org)



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6. Immediate dissemination and compliance to this Memorandum is desired.

**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: None  
Reference: None  
Allotment: None

To be included in the Perpetual Index under the following Subjects:  
DIPLOMA GRADUATION

JML/OSDS-ICTU/DM/ REQUIREMENTS AND SCHEDULE OF DIPLOMA PRINTING FOR SY 2024-2025/4/3/2025



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