



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

March 6, 2026

DIVISION MEMORANDUM

OSDS No. 052, s. 2026

DIPLOMA PRINTING FOR SY 2025-2026

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 2025-2026.
2. The procedure of printing the certificates and diplomas are as follows:
 - a. Visit the online system: ***diploma.depedtacurong.org***
Username: <schoolID>@deped.gov.ph
Password: will be sent to School Email
 - 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 schools shall bring their own:
- parchment paper with no logo
- letter-sized (8.5" x 11")

3. The schedule of printing shall be as follows:

Day	Time	Office
March 17-20, 2026	10:00AM to 6:00PM	ICTU Office



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

