



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

June 24, 2024

DIVISION MEMORANDUM

No. 488, series 2024

**REITERATION OF AUTHORIZED SIGNATORY PROTOCOLS FOR THE
CERTIFICATE OF COMPLETION (CoC) AND CERTIFICATE OF ACCEPTANCE (CoA)**

TO : Assistant Schools Division Superintendent
CID and SGOD-Chiefs
Division Engineer
Public Schools District Supervisors
District Coordinating Principals
School Heads
All Others Concerned

1. In reference to the Memorandum of Agreement (MOA) between the Department of Education (DepEd) and the Department of Public Works and Highways (DPWH) dated April 28, 2023, this memorandum serves to reiterate the authorized signatory protocols for the Certificate of Completion (CoC) and Certificate of Acceptance (CoA) as stipulated in Item numbers 14 and 15 of the said MOA.
2. **Certificate of Completion (CoC).** The Division Engineer shall recommend the approval of the Certificate of Completion to the Schools Division Superintendent (SDS). **The DepEd SDS is the only authorized signatory for the CoC on behalf of the Department of Education.** The duly perfected CoC shall form part of the request for final billing of the DPWH Contractor.
3. **Certificate of Acceptance (CoA).** After the one (1)-year Defects and Liability Period, the Division Engineer shall conduct a joint inspection with the concerned parties to verify that the project has no defects and/or deficiencies. Upon successful verification, the Division Engineer shall recommend the approval of the CoA to the Schools Division Superintendent (SDS). **The DepEd SDS is the only authorized signatory for the CoA on behalf of the Department of Education.** The duly perfected CoA shall form part of the release of any remaining payments due to the Contractor.



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4. All concerned personnel are hereby instructed to strictly adhere to these protocols to ensure compliance with the terms of the MOA. The role of the DepEd SDS as the sole authorized signatory for both the CoC and CoA is crucial for maintaining the integrity and accountability of the certification process.
5. Immediate dissemination of this Memorandum is desired.

CRISTY C. EPE
Schools Division Superintendent ✓



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