DIVISION MEMORANDUM
No. 047, s. 2019

RE-ORIENTATION ON THE YEAR-END REPORTS OF PRIVATE SCHOOLS SY 2018-2019 AND GUIDELINES ON THE ISSUANCE OF SPECIAL ORDER (SO) FOR GRADUATION IN PRIVATE SENIOR HIGH SCHOOL PROGRAM

To: Chiefs, SGOD & CID
Public Schools District Supervisors
Education Program Supervisors
SEPS & EPS – SMM&E
School Head – All Private Schools

1. Pursuant to the Regional Memorandum No. 048, s. 2018 entitled, Guidelines on the Issuance of Special Order (SO) for Graduation in Private Senior High School Program, Schools Division of Digos City will be having a re-orientation on February 6, 2019, 8:00 AM – 3:00 PM, at the Division Conference Hall, Digos City Division, Roxas St., Digos City.

2. This activity aims to discuss the year-end reports required by the Department of Education and the guidelines on checking of Special Order applications of Grade 12 students for SY 2018-2019.

3. Public Schools District Supervisors, School Heads of All Private Schools and the personnel listed below are advised to attend the said activity:

<table>
<thead>
<tr>
<th>Special Order (SO) Checkers</th>
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<tbody>
<tr>
<td>1. Sollie B. Oliver, LLB, MATE Chief ES, SGOD</td>
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<td>2. Beverly S. Daugdaug Chief ES, CID</td>
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<td>3. Luzminda B. Jasmin Education Program Supervisor</td>
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<td>4. Joan M. Niones Education Program Supervisor</td>
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<td>5. Evangeline A. Hernan Education Program Supervisor</td>
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<td>6. Helen A. Casimiro Public Schools District Supervisor (Private School Coordinator)</td>
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1. Reyzen O. Monserate SEPS-SMM&E
2. Eleser D. Mateo EPS I-SMM&E

4. Participants are advised that this re-orientation is a KKB (Kanya-kanyang Baon) activity.

5. For information, guidance and immediate dissemination.
REGIONAL MEMORANDUM
No. 048, s. 2018

Schools Division Superintendents
Assistant Schools Division Superintendents
Regional Office Chiefs
Presidents, School Principals/Administrators of Private Schools
All Others Concerned

GUIDELINES ON THE ISSUANCE OF SPECIAL ORDER (SO) FOR GRADUATION IN PRIVATE SENIOR HIGH SCHOOL PROGRAM

1. The Department of Education Regional Office XI through the Quality Assurance Division issues the Guidelines on the Issuance of Special Order for Graduation in Private Senior High School Program for School Year 2017-2018 and the school years thereafter.

2. In consonance with existing regulations with respect to the K to 12 Basic Education Program End of School Year Rites where Grade 12 learners from private educational institutions with DepEd approved K to 12 transition plan, schools with permit to operate Senior High School since 2014 and International Schools with K to 12 Program are the only ones eligible for graduation in the secondary level, this Regional Office directs the mandatory application and issuance of special orders for the graduation of said learners.

3. It shall be the task of Schools Division Offices (SDOs) to evaluate all special order applications from private schools located in their respective jurisdictions and shall create an evaluation team for the purpose of this Memorandum, comprised of the Senior High School Supervisor/Coordinator, Private School Supervisor/Coordinator, an Education Program Supervisor representing the Curriculum and Instruction Division and one Education Program Supervisor representing the School Governance Operations Division.

4. Documents required to be submitted and subjected for evaluation are the following:
   a. Letter-request from the principal of the applicant-school addressed to the concerned Schools-Division Superintendent re: checking of documents for special order evaluation;
   b. school form (SF) 5B - List of learners with complete SHS requirements;
   c. school form (SF) 9 - Learner’s Progress Report Card;
   d. school form (SF) 10 - SHS Learner’s Permanent Academic Record;
   e. list of learners eligible for the issuance of special order, specifying the last name, first name, middle initial and sex (male or female);

5. To ensure uniformity with respect to the size of paper that will be utilized for the Special Order Form, only A4 paper will be utilized.
Documents required to be submitted and subjected for evaluation are the following:

f. copy of the original birth certificate duly authenticated by the Philippine Statistics Authority;

g. if student is a foreigner - copy of the original birth certificate authenticated by a duly constituted authority of the country of origin of the student, alien certification registration, Bureau of Immigration Certification and student visa duly authenticated by Bureau of Immigration, and

h. copy of the government Senior High School permit issued by DepEd Regional Office XI to the applicant-school.

5. Acceptance of special order applications will commence on or before March 05, 2018.

6. It is the duty of the concerned Schools-Division Office (SDO) to inform the applicant-school if there are deficiencies within in three (3) days from such discovery.

7. Only application which shall be in full compliance with the requirements and without any deficiency shall be indorsed by the concerned Schools Division Superintendent to the Office of the Regional Director, attention: Quality Assurance Division not later than March 15, 2018. Under normal circumstances, approval by the Office of the Regional Director will be ten (10) days after the said deadline.

8. All applications for special order shall be by “Track and Strand” and arranged alphabetically with a maximum of twenty (20) students only (see attached template).

9. For purposes of clarity and consistency with existing regulations, the SGOD is tasked to oversee the evaluation of special orders.

10. For information, guidance and compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

Incl.: As stated
To be indicated under the following subjects:

GRADUATION PRIVATE SCHOOLS SPECIAL ORDER

DEPARTMENT OF EDUCATION ROXI
REPRESENTATIVE
RECEIVED
By: __________
Date: _______ Time: ______

RELEASED
By: __________
Date: _______ Time: ______
Date: ____________________

SPECIAL ORDER
No. 2018

On the basis of the records submitted by (Name of School) (Address), approval of the eligibility for completion of Senior High School of the following as of (Month, Year) upon the successful completion of the work now being taken in the SENIOR HIGH SCHOOL PROGRAM specifically in the TRACK, STRAND is hereby given and made a matter of record:

1. (LAST NAME, FIRST NAME, M.I., SEX) 11.
2. 12.
3. 13.
5. 15.
6. 16.
7. 17.
8. 18.
9. 19.
10. 20.

Valid for 20 students only.

The foregoing approval is valid for (Month, Year). The approval for any candidate for completion of the Senior High School is automatically cancelled if he/she does not complete the full requirements of the course on the date specified, and is subject to revocation if the records upon which the approval is based are later found not correct.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

(NOT VALID WITHOUT OFFICIAL SEAL, WITH ERASURES OR ALTERATION)

SF3B- SHS checked by: any member of the evaluation team
SF9 - SHS checked by: any member of the evaluation team
SF10- SHS checked by: School Governance Division Chief
Evaluated by: Regional EPS In-charge of Private Schools
Checked by: Quality Assurance Division, OIC - Chief
Reviewed by: 

By T. WuJuer

ROQ/ROAD/ROQ/cts