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Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City
Telefax No.: 082553896' 0825538376



March 7, 2018

DIVISION MEMORANDUM
No. 230 s. 2018

**SCHOOL YEAR 2017-2018 K TO 12 BASIC EDUCATION PROGRAM
END OF SCHOOL YEAR RITES**

To: CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public and Private School Heads

1. Reiterating herein DepED Order No. 6, s. 2018 "School Year 2017-2018 K to 12 Basic Education Program End of School Year Rites" as follows:

- a. The **End of School Year Rites** to conduct:

Grade Level Completers	Ceremony	Proof of Completion
Kindergarten	Moving Up or Completion	Kindergarten Certificate (Enclosure No. 1)
Grade 6	Graduation	Elementary Certificate (Enclosure No. 2)
Grade 10	Moving Up or Completion	Junior High School Certificate (Enclosure No. 3)
Grade 12 learners from a. Schools with DedED - approved K to 12 transition plan b. Schools with permit to operate Senior High School since 2014 c. International schools with K to 12 Program	Graduation	Senior High School Diploma (Enclosure No.4)

- b. The 2018 ceremonies shall focus on the theme "*Mag-aaral ng K to 12: Handa sa Hamon ng Buhay*" (K to 12 Learners: Ready to Face Life's Challenges). This theme highlights the role of K to 12 Basic Education Program in harnessing the skills and competencies of the Filipino learners to face life's challenges.
- c. The end of school year rites should be scheduled not earlier than April 2, 2018 but not later than April 6, 2018.
- d. In line with the government's austerity program, DepEd reiterates the following policies:
- d.1 Graduation rites should be simple but meaningful which encourage civil rights, a sense of community, and personal responsibility. While these rights mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue;
- d.2 Moving Up or Closing Ceremonies should be simple involving only the learners, their parents and the school; and

d.3 Non-academic projects such as attendance to field trips, film showing, junior-senior promenade, and other school events shall be highly discouraged as requirements for graduation or completion.

For public schools only:

d.4 Expenses relative to the activity should be charged to the MOOE under the 2018 Budget;

d.5 Any DepEd personnel should not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution; and

d.6 Contribution for the annual yearbook, if any, should be on a voluntary basis.

e. Public elementary and secondary schools are required to use the enclosed completion certificate and diploma templates, while it shall be optional for private schools.

f. Awarding of honors to learners from Grades 1 to 12 shall follow the provisions stipulated in DO 36, s. 2016 "Policy Guidelines on Awards and Recognition for K to 12 Basic Education Program.

g. The end of school year rites and moving up or closing ceremony shall be conducted in an appropriate solemn ceremony befitting the learners and their parents, and shall not be used as a political forum.

h. **All Grade 12 learners** are required to take the **Basic Education Exit Assessment (BEEA)** which will be conducted before **April 6, 2018**. Details of the examination will be issued on a separate memorandum.

2. Focal PSDSs are directed to submit to this Office the proposed schedules of public schools for their Moving Up/Completion and Graduation for consolidation and approval.

3. Graduation Program shall be in accordance with the sample provided herein and has to be submitted to this Office for approval.

4. Schools are reminded of the following:

- a. The Graduation Program must be brief and straight-forward containing only the necessary parts for the conduct of Graduation Ceremony.
- b. Graduating students and other officials must be well-oriented on the flow of the program. Thus, EMCEE is highly discouraged.
- c. Guest speaker must politely be informed, as part of the invitation, of the number of minutes for his/her speech. This shall be 4-5 minutes only. The focus of his/her speech shall be relevant to the theme and its significance in his/her present status or achievements in life.
- d. School personnel and parent-escorts should be reminded to be in appropriate and decent attire during the Graduation/Completion Ceremony.
- e. The wearing of toga is highly discouraged giving way to the wearing of school uniform which is highly encouraged. If toga is decided, still it remains to be voluntary.
- f. Contribution is likewise discouraged.

5. For information, dissemination and strict compliance.


DR. WINNIE E. BATON, CESE

Officer in Charge

Office of the Schools Division Superintendent

Encls: As stated

References: DepEd Order No. 6, s. 2018

To be indicated in the Perpetual Index under the following subjects:

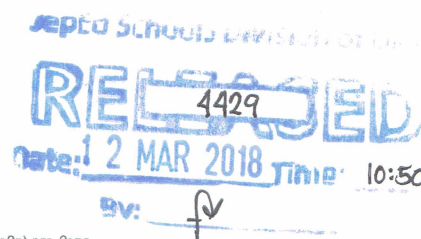
CURRICULUM

K TO 12

END OF SCHOOL YEAR RITES

jmn: SY 2017-2018 K TO 12 Basic Education Program End of School Year Rites
7 March 2018

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 ☎(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
✉(082) 553-8396 | (082) 553-8376 🌐www.depeddigoscity.org ✉digos.city@deped.gov.ph



(Sample)

PROGRAMME
8:00 – 12:00

Processional March	Candidates for Graduation with Parents, Teachers, DepEd Officials, PTA Officials, Barangay Officials/LGU, Guest Speaker with Principal
Entrance of Colors	Selected Boy Scouts (optional)
Philippine National Anthem	(Band with Bandmaster or any teacher)
Invocation (or Doxology)	(Selected honor student or graduating students if doxology)
Digos City Hymn	(Band with Bandmaster or any teacher)
Welcome Address	(Honor Student – 2 nd to the highest as to points)
Presentation of Candidates for Graduation	ANGELITO M. VILLAGONZALO Principal II
Acceptance and Confirmation of Graduates	DR. WINNIE E. BATOON, CESE Officer-in-Charge Office of the Schools Division Superintendent
Message	DR. WINNIE E. BATOON, CESE Officer-in-Charge Office of the Schools Division Superintendent (or his representative)
Distribution of Certificates	DR. WINNIE E. BATOON, CESE Officer-in-Charge Office of the Schools Division Superintendent
Assisted by	DepEd Officials and Visitors
Introduction of the Guest Speaker	(Student)
Speech of the Guest Speaker	EDELFONSO S. MANANSALA Guest Speaker
Giving of Awards and Certificates	DR. WINNIE E. BATOON, CESE Officer-in-Charge Office of the Schools Division Superintendent
Assisted by	DepEd Officials and Visitors
Words of Gratitude	(Honor student – highest as to points)
Pledge of Loyalty	(Honor student – 3 rd highest)
Graduation Song	The Graduates
Offering of Certificates to the Parents	Graduates (optional)
Donning of Leis to the Graduates	Parents (optional)
Recessional March	Visitors, DepEd Officials, Candidates for Graduation with Parents



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Kagawaran ng Edukasyon
Department of Education



REHIYON XI
Region XI
SANGAY NG DIGOS CITY
DIVISION OF DIGOS CITY
PUROK NG DIGOS ORIENTAL
DISTRICT OF DIGOS ORIENTAL

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RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

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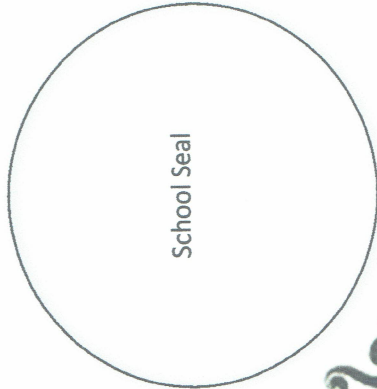
JUAN A. DELA CRUZ

Learner Reference Number (LRN): 123456789123

With High Honors

Font style-Cooper Std Black
Font Size-20

ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this



School Seal

KATUNAYAN
CERTIFICATE

Nilagdaan sa Lungsod ng Digos, Pilipinas nitong ika-2 ng Abril, 2018.
Signed in Digos City, Philippines on the 2nd day of April, 2018.

MERILYN T. SALBORO
Punong-Guro
Principal

WINNIE E. BATOON, Ed.D, CESE
Katiwulang Opisyal
Officer-In-Charge
Tanggapan ng Tagapamanihalang Pansangay
Office of the Schools Division Superintendent

For Kindergarten



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Department of Education



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Region XI
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DIVISION OF DIGOS CITY
PUROK NG DIGOS ORIENTAL
DISTRICT OF DIGOS ORIENTAL

RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

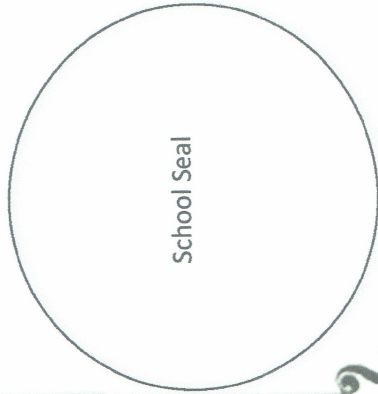
JUAN A. DELA CRUZ

Learner Reference Number (LRN): 123456789123

ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Lungsod ng Digos, Pilipinas nitong ika-2 ng Abril, 2018.
Signed in Digos City, Philippines on the 2nd day of April, 2018.



MERILYN T. SALBORO
Punong-Guro
Principal

WINNIE E. BATOON, Ed.D, CESE
Katiwulang Opisyal
Officer-In-Charge
Tanggapan ng Tagapamanihalang Pansangay
Office of the Schools Division Superintendent



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Kagawaran ng Edukasyon
Department of Education



REHIYON XI
Region XI

SANGAY NG DIGOS CITY
DIVISION OF DIGOS CITY

PUROK NG DIGOS ORIENTAL
DISTRICT OF DIGOS ORIENTAL

RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

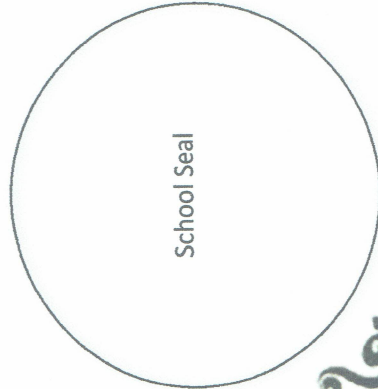
Learner Reference Number (LRN): 123456789123

With High Honors

ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooan siya nitong
by the Department of Education and is therefore awarded this

KATIBAYAN
DIPLOMA

Nilagdaan sa Lungsod ng Digos, Pilipinas nitong ika-2 ng Abril, 2018.
Signed in Digos City, Philippines on the 2nd day of April, 2018.



MERILYN T. SALBORO
Punong-Guro
Principal

WINNIE E. BATOON, Ed.D, CESE
Katiwulang Opisyal
Officer-In-Charge
Tanggapan ng Tagapamanihalang Pansangay
Office of the Schools Division Superintendent



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education



REHIYON XI
Region XI
SANGAY NG DIGOS CITY

DIGOS CITY NATIONAL HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ
Learner Reference Number (LRN): 123456789123
With High Honors

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Junior High School na itinakda para sa
has satisfactorily completed the requirements for Junior High School prescribed for
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooan siya nitong
Secondary Schools of the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Lungsod ng Digos, Pilipinas nitong ika-2 ng Abril, 2018.
Signed in Digos City, Philippines on the 2nd day of April, 2018.

School Seal

ROGER A. MANAPOL
Punong-Guro
Principal

WINNIE E. BATON, Ed.D, CESE
Katiwalang Opisyal
Officer-In-Charge
Tanggapan ng Tagapamanihalang Pansangay
Office of the Schools Division Superintendent



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Department of Education



REHIYON XI
Region XI
SANGAY NG DIGOS CITY
DIVISION OF DIGOS CITY

SENIOR HIGH SCHOOL OF DIGOS CITY

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): 123456789123

With High Honors

you may
26676
AT

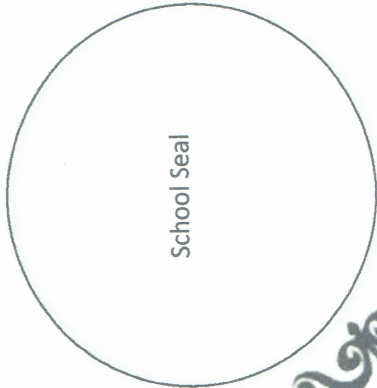
ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School
has satisfactorily completed the requirements for graduation in Senior High School

TRACK AT STRAND

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
prescribed for Secondary Schools of the Department of Education and is therefore awarded this

KATIBAYAN
DIPLOMA

Nilagdaan sa Lungsod ng Digos, Pilipinas nitong ika-2 ng Abril, 2018.
Signed in Digos City, Philippines on the 2nd day of April, 2018.



School Seal

RAQUEL L. CEDEÑO, Ed.D
Punong-Guro
Principal

WINNIE E. BATOON, Ed.D, CESE
Katiwulang Opisyal
Officer-In-Charge
Tanggapan ng Tagapamanihalang Pansangay
Office of the Schools Division Superintendent