



Records file

Republic of the Philippines
Department of Education
Region XI

CITY SCHOOLS DIVISION OF DIGOS CITY

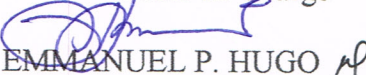
Digos City

Tel. No. (082) 553-8375; 553-8376; 553-8396

**Office of the City Schools Division
Superintendent**

Division Memorandum No. 094, s. 2016

TO : CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

FROM : For and in the absence of the
Assistant Schools Division Superintendent
Officer-In-Charge

EMMANUEL P. HUGO
Chief, Schools Governance and Operation
Officer-In-Charge (OIC)

SUBJECT : DepED Order No. 7, s. 2016
RE: School Year (SY) 2015-2016 End of School Year Rites

DATE : February 27, 2016

1. Attached to this Memorandum is a copy of DepEd Order No. 7, s. 2016 dated February 15, 2016, content of which is self-explanatory, for information and guidance.
2. Moreover, for emphasis, the field is directed to be guided of the following:
 - a. Enclosure Nos. 1,2 & 3 to DepED Order No. 7, s. 2016 are the templates to be used for the following:
 - a.1 Grade 6 Elementary Certificate
 - a.2 Grade 10 Certificate of Completion
 - a.3 Grade 12 Diploma
 - b. Closing Ceremonies for Kindergarten Classes shall be made as part of the Closing Ceremonies to be done in the Elementary Level for Undergraduates.
3. For immediate and wide dissemination, and compliance.





Republic of the Philippines
Department of Education

15 FEB 2016

DepEd ORDER
No. 7, s. 2016

SCHOOL YEAR (SY) 2015-2016 END OF SCHOOL YEAR RITES

To: Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. For School Year (SY) 2015-2016, the Department of Education (DepEd) announces the conduct of the following **End of School Year Rites**:

Grade/Level	Ceremony	Proof of Completion
Grade 6 learners who will complete Elementary education	Graduation	Elementary Certificate (Enclosure No. 1)
Grade 10 learners who will complete Junior High School	Moving Up or Completion	Junior High School Certificate (Enclosure No. 2)
Grade 12 learners from: a. Schools with DepEd-approved K to 12 transition plan b. Schools with a permit to operate SHS starting in SY 2014 c. International schools with K to 12 Program	Graduation	High School Diploma (Enclosure No. 3)

2. The 2016 ceremonies shall focus on the theme *Kabataang Mula sa K to 12, Tagapagdala ng Kaunlaran sa Bansang Pilipinas*. This theme focuses on the K to 12 Basic Education Program as a transformative vehicle for local and national development. Through the provision of quality education, the K to 12 Basic Education Program develops and harnesses the skills and competencies of the Filipino youth that will lead to human and community development.

3. The graduation rites should be scheduled on or before **April 1, 2016**. For schools divisions or regions with an extended school year, schools will have to be guided by their approved revised school calendar.

4. In line with the government's austerity program, the DepEd reiterates the following policies:

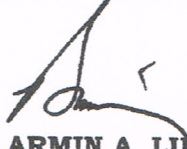
- a. Graduation rites should be simple but meaningful affairs which encourage civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue;
- b. Moving Up or Closing ceremonies should be simple, involving only the learners, their parents and the school; and
- c. Nonacademic projects such as attendance to field trips, film showing, junior-senior promenade and other school events should not be imposed as requirements for graduation or completion.

Public Schools only

- d. Expenses relative to the activity should be charged to the school Maintenance and Other Operating Expenses under the 2016 Budget;
- e. Any DepEd personnel should **not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution;**
- f. Parent-Teachers Association may give donations in cash or in kind; and
- g. Contribution for the annual yearbook, if any, should be on a voluntary basis.

5. Further, the end of school year rites should be an appropriate and solemn ceremony befitting the learners and their parents and **shall not be used as a political forum.**

6. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.;

As stated

Reference:

DepEd Order (No. 3, s. 2015)

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

GRADUATION
LEARNERS
POLICY
SCHOOLS

TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON _____
REGION _____
SANGAY _____
DIVISION OF _____

Division Logo

(Name of District) _____
PUROK _____
DISTRICT _____

(Name of School) _____
PAARALAN _____
SCHOOL _____

Pinatutunayan nito na si _____
This certifies that _____

(NAME OF LEARNER) _____
Learner Reference Number (LRN) _____

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

Katunayan
Certificate

Nilagdaan sa _____, Pilipinas nitong ika- (date) _____ ng _____ (month) _____, (year) _____.
Signed at _____, Philippines on (Date) _____ (Month) _____, (Year) _____.

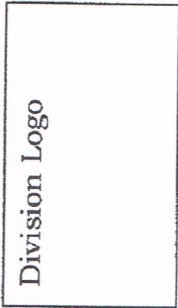
(Lagda/Signature)
Punong-Guro
Principal

(Lagda/Signature)
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON _____
REGION _____
SANGAY _____
DIVISION OF _____



(Name of School) _____
PAARALAN
SCHOOL

Pinatutunayan nito na si
This certifies that

(NAME OF LEARNER) _____
Learner Reference Number (LRN) _____

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos sa Junior High School na itinakda para sa
has satisfactorily completed the requirements of Junior High School prescribed for
Mataas na Paaralan ng Kagawaran ng Republika ng Pilipinas, kaya siya'y karapat-dapat tumanggap nitong
Secondary Schools of the Republic of the Philippines, and is therefore entitled to this

Katunayan
Certificate

Nilagdaan sa _____, Pilipinas nitong ika- _____ (date) _____ ng _____ (month) _____, _____ (year) _____.
Signed at _____, Philippines on _____ (Date) _____ (Month) _____, _____ (Year) _____.

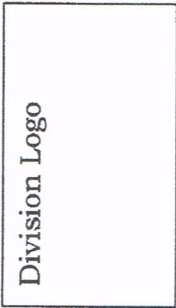
(Lagda/Signature)
Punong-Guro
Principal

(Lagda/Signature)
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

TEMPLATE FOR GRADE 12 DIPLOMA



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON _____
REGION _____
SANGAY _____
DIVISION OF _____



(Name of School)
PAARALAN
SCHOOL

Pinatutunayan nito na si
This certifies that

(NAME OF LEARNER)
Learner Reference Number (LRN) _____

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 and Strand)

Sa Mataas na Paaralan ng Kagawaran ng Pilipinas, kaya siya'y karapat-dapat tumanggap nitong
In Secondary Schools of the Republic of the Philippines, and is therefore entitled to this

Katibayan
Diploma

Nilagdaan sa _____, Pilipinas nitong ika- _____ (date) _____ ng _____ (month) _____, _____ (year) _____
Signed at _____, Philippines on _____ (Date) _____, _____ (Month) _____, _____ (Year) _____

(Lagda/Signature)
Punong-Guro
Principal

(Lagda/Signature)
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent