



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



January 31, 2019

DIVISION MEMORANDUM

No. 097, 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:

Special Order (SO) Checkers	
1. Sollie B. Oliver, LLB, MATE	Chief ES, SGOD
2. Berverly S. Daugdaug	Chief ES, CID
3. Luzminda B. Jasmin	Education Program Supervisor
4. Joan M. Niones	Education Program Supervisor
5. Evangeline A. Hernan	Education Program Supervisor
6. Helen A. Casimiro	Public Schools District Supervisor (Private School Coordinator)

1. Reyzen O. Monserate	SEPS-SMM&E
2. Eleser D. Mateo	EPS II-SMM&E

4. Participants are advised that this re-orientation is a KKB (Kanya-kanyang Baon) activity.
5. For information, guidance and immediate dissemination.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
19-27841
DATE: FEB 04 2019 TIME: 9:37 AM

BY: [Signature]

WEP
WINNIE E. BATOON, EdD
Officer-in-Charge

Office of the Schools Division Superintendent *[Signature]*

Encls: As stated

References:

To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE SMM&E PRIVATE SCHOOLS



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
Tanggapang Panrehiyon

DepEd

February 28, 2018

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.
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.**
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);

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

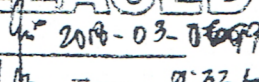
To be indicated under the following subjects:

GRADUATION

PRIVATE SCHOOLS

SPECIAL ORDER

ROQ/RQADI/ROQ6/jsa

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED
By:  2018-03-06
Date: 3/2/18 Time: 9:33 AM



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
Tanggapang Panrehiyon



Date: _____

SPECIAL ORDER

No. _____ s. 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. |
| 4. | 14. |
| 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)**

SF5B- SHS checked by: any member of the evaluation team
SF9 - SHS checked by: any member of the evaluation team
SF10- SHS checked by: any member of the evaluation team
Evaluated by: School Governance Division Chief
Checked by: Regional EPS In-charge of Private Schools
Reviewed by: Quality Assurance Division, OIC - Chief

JENIELITO S.
ATILLO
ROY T. ENRIQUEZ