



January 14, 2019

**REGIONAL MEMORANDUM**

No. 016, s. 2019

**DOCUMENTARY REQUIREMENTS FOR ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL  
OF THE ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL OF GRADE 12  
LEARNERS ENROLLED IN PRIVATE SCHOOLS/COLLEGES AND  
TECHNICAL-VOCATIONAL INSTITUTIONS, SY: 2018-2019**

To: Schools Division Superintendent  
Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisor/Coordinators for Private Schools  
School Heads of Private/Colleges and Technical, Vocational Institutions  
This Region

1. The Regional Office through the Quality Assurance Division is responsible to issue special orders to schools that were issued provisional permits to operate in SY: 2016-2017 and SY: 2017-2018 for the graduation of qualified Grade 12 learners.
2. The issuance of special orders shall follow the same guidelines stipulated in DepEd Order No. 88, s. 2010, or the Revised Manual of Regulations for Private Schools in Basic Education, except for the timeline of application for special orders.
3. Applications for special orders of qualified Grade 12 Learners for SY: 2018-2019 shall be filed by the school through the schools division office (SDO) at least 15 calendar days before the end of the current academic year. In DepEd Order No. 25, s. 2018, SY: 2018-2019 shall end on Friday, April 5, 2019. Thus, the private schools/colleges and TVIs shall submit the documents on or before March 18, 2019.
4. In DepEd Order No. 10, s. 2018, issuance of special orders is applicable only for private schools/colleges and Technical Vocational Institutions and not for State/Local Universities and Colleges.
5. The school's application for Special Order for Graduation Form (Form 9) must be supported with the following documentary requirements:
  - a. Endorsement from the Schools Division Superintendent;
  - b. Accomplished Special Order for Graduation Form (Form 9);
  - c. Letter of Recommendation from the School Registrar/ School Principal or Administrator/School Committee for Checking of Documents on the Candidates for graduation of the particular school year;
  - d. Certified True Copy of the Student's Permanent Record (SF10-JHS) of the last school attended;
  - e. Certified True Copy of the Student's Permanent Record (SF10-SHS) of the school attended;

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**CARAGA REGION**

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Agusan del Norte, Philippines, 8600



- f. Certified True Copy of the Student's Permanent Record (SF10-SHS) of the latter school, if the student is a transferee from another school.
  - g. Certification from the School Registrar/School Principal, if the student is taking summer classes to another school or a cross enrollee of another school;
  - h. Accomplished Student Evaluation Form which contains the names of all Student-Recipients of Certificates of Diploma (specify the subjects earned – applied, core, specialized, elective, and institutional subjects – and specify SHS Program Track/Strand/Specialization and NC for the TVL Track – if done) with Signature of the School Registrar, Principal, Division Supervisor-in-charge of Private Schools, Chief – CID, and Schools Division Superintendent; and
  - i. Verified copy of the original NSO/PSA Birth Certificate from the School Registrar/School Head or Certified True Copy of the NSO/PSA Birth Certificate from the National Statistics Office for Filipino Citizen Students, if the student is not a Filipino Citizen, submit copies of the birth certificate from a foreign country, alien certification of registration and certification from the Bureau of Immigration.
6. The Regional Office is standardizing its forms in preparation for ISO: 9001:2015 certification, thus, item 4.b, and 4.h shall be encoded in A4 size Cream Color Canon Paper, font style of Calibri, and font size of 11. The said documents shall list the name of the candidate (s) for graduation and alphabetically arranged (LAST NAME, First Name, and Middle Name) regardless of Track/Strand/Specialization, gender of the candidate(s), month and year of graduation and the number of students (20 students only) listed in 4.b and 4.h forms. It must be reproduced in three (3) copies for the school, SDO, and RO. All other supporting documents must be arranged and reproduced in one (1) copy according to the names of students listed in the Special Order for Graduation Form (Form 9) and Accomplished Students Evaluation Form.
7. The Regional Office shall process and issue the special orders for graduation or send deficiency notices not later than thirty (30) days after the end of each school term.
8. Schools must comply with deficiency notices within one (1) month after receipt thereof. DepEd RO shall process corrected deficiencies and issue the corresponding Special Order within fifteen (15) days after receipt thereof.
9. Schools shall release the Special Order to the students not later than forty-five (45) days after the end of the school term, except in cases of students with financial obligations.
10. Attached herewith is the Special Order Graduation Form (Form 9) and Accomplished Student's Evaluation Form for Senior High School and can be downloaded at <https://tinyurl.com/so-2019>
11. Wide dissemination and compliance of this Memorandum is enjoined.

*for [Signature]*

**FRANCIS CESAR B. BRINGAS, CESO V**

OIC – Regional Director

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Incl.: as stated

Reference: DepEd Order No. 10, s. 2018, DepEd Order No. 88, s. 2010,  
DepEd Order No. 11, s. 2011, DepEd Order No. 114, s. 1991  
MECS Order No. 48, s. 1986,

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

DOCUMENTS

GUIDELINES

GRADUATION

PRIVATE SCHOOLS

SPECIAL ORDER

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01/14/2019

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April 5, 2019

**SPECIAL ORDER (A)**

No. RO – XIII - \_\_\_\_\_, s. 2019

Caraga Region

On the basis of the records submitted by the **FATHER SATURNINO URIOS UNIVERSITY**, Ambangan, Libertad, Butuan City approved for the eligibility for the graduation of the following Senior High School Students is hereby granted and made a matter of records upon successful completion with the requirements of the K to 12 Basic Education Curriculum.

- |                               |     |
|-------------------------------|-----|
| 1. ALARCOS, Randy Marcellones | 11. |
| 2. ALINGASA, Sean Erik Galgo  | 12. |
| 3.                            | 13. |
| 4.                            | 14. |
| 5.                            | 15. |
| 6.                            | 16. |
| 7.                            | 17. |
| 8.                            | 18. |
| 9.                            | 19. |
| 10.                           | 20. |

- Valid for twenty (20) students only -

The foregoing approval is valid only for April, 2019. The approval for any one candidate for graduation in 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.

For the Secretary of Education

**FRANCIS CESAR B. BRINGAS, CESO V**  
OIC - Regional Director

NOT VALID WITHOUT SEAL OR  
WITH ERASURE OR ALTERATION

Enrollment Checked by: \_\_\_\_\_  
SDO Designation

Checked and Evaluated by: **EDMUND D. MENDOZA, Ph.D.**  
EPS, QAD

SF5B – SHS Checked by: \_\_\_\_\_  
SDO Designation

Reviewed by: **EDMUND D. MENDOZA, Ph.D.**  
EPS, QAD

Verified against Original: \_\_\_\_\_  
SDO Designation

Noted by: **GILBERT L. GAYRAMA, Ph.D.**  
Chief, QAD





**SAINT THERESA COLLEGE OF TANDAG, INC.**  
Cor. Magsaysay & Quezon Streets, Tandag City, Surigao del Sur



**ACCOMPLISHED STUDENT'S EVALUATION FORM**

| Name                          | Year Completed in Junior High School (JHS) | Subjects Earned in Senior High School (SHS) |         |          |                |               |                |
|-------------------------------|--------------------------------------------|---------------------------------------------|---------|----------|----------------|---------------|----------------|
|                               |                                            | Core                                        | Applied | Elective | Specialization | Institutional | Track/Strand   |
| MALE                          |                                            |                                             |         |          |                |               |                |
| 1. ALARCOS, Randy Marcellones | SY: 2016-2017                              | 15                                          | 7       |          | 9              |               | Academic: STEM |
| 2. ALINGASA, Sean Erik Galgo  | SY: 2016-2017                              | 15                                          | 7       |          | 9              |               | Academic: ABM  |
| 3.                            |                                            |                                             |         |          |                |               |                |
| 4.                            |                                            |                                             |         |          |                |               |                |
| 5.                            |                                            |                                             |         |          |                |               |                |
| 6.                            |                                            |                                             |         |          |                |               |                |
| 7.                            |                                            |                                             |         |          |                |               |                |
| 8.                            |                                            |                                             |         |          |                |               |                |
| 9.                            |                                            |                                             |         |          |                |               |                |
| 10.                           |                                            |                                             |         |          |                |               |                |
| 11.                           |                                            |                                             |         |          |                |               |                |
| 12.                           |                                            |                                             |         |          |                |               |                |
| 13.                           |                                            |                                             |         |          |                |               |                |
| 14.                           |                                            |                                             |         |          |                |               |                |
| 15.                           |                                            |                                             |         |          |                |               |                |
| 16.                           |                                            |                                             |         |          |                |               |                |
| 17.                           |                                            |                                             |         |          |                |               |                |
| 18.                           |                                            |                                             |         |          |                |               |                |
| 19.                           |                                            |                                             |         |          |                |               |                |
| 20.                           |                                            |                                             |         |          |                |               |                |

Prepared by:

Reviewed by:

\_\_\_\_\_  
School Registrar

\_\_\_\_\_  
Principal

Checked by:

Recommending Approval:

Approved:

\_\_\_\_\_  
Education Program Supervisor

\_\_\_\_\_  
Chief, CID

\_\_\_\_\_  
Schools Division Superintendent