



January 10, 2020

REGIONAL MEMORANDUM
No. 026, s. 2020

**DOCUMENTARY REQUIREMENTS FOR ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL OF THE
ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL (SHS) OF GRADE 12 LEARNERS
ENROLLED IN PRIVATE SCHOOLS/COLLEGES AND TECHNICAL-VOCATIONAL INSTITUTIONS,
SY: 2019-2020**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
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 Quality Assurance Division is responsible to issue Special Orders to schools that were issued provisional permits 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 shall be filed by the school through the Schools Division Offices (SDOs) and endorsed to RO for processing/approval of the Special Order following the timelines, to wit:

Activities	Timeline
JUNE 2019 OPENING OF CLASSES	
1. SDOs Processing of Special Order	February 3, 2020 to March 13, 2020
2. RO deadline of Special Order Application from SDOs	March 20, 2020
3. RO Processing/Approval of Special Order Application	March 23, 2020 to April 2, 2020
4. End of Classes per DO No. 007, s. 2019	April 3, 2020
5. RO Processing of Applications for the Late Submission not Later than April 3, 2020.	April 6, 2020 to April 17, 2020
6. RO Issue Letter to Schools for Revocation of their Provisional Permit for Non-Compliance to DepEd Policies and Guidelines. The school shall make a reply to the letter sent by RO within 15 days stating their reasons for non-compliance.	April 20, 2020 to April 31, 2020
AUGUST 2019 OPENING OF CLASSES	
1. RO Deadline Of Special Order Application from SDOs	May 8, 2020



DCC No.: DepEdRO13-F-REC-013/R2/9-4-2019



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2. RO Processing/Approval of Special Order Application.	May 11, 2020 to May 22, 2020
3. RO Issue Letter to Schools for Revocation of their Provisional Permit for Non-Compliance to DepEd Policies and Guidelines	May 25, 2020 to May 29, 2020

4. Non-submission of the Special Orders of the concerned schools are governed with the policies and guidelines of DepED. In Section 29 on the Rules and Regulations Governing Private Schools in Private Education, the permit issued to a school is valid only for a specific educational program and shall remain VALID until formally REVOKED by the Department. In Section 34, the REVOCATION of the permit issued to the schools shall be imposed for appropriate sanctions against responsible school officials if VIOLATION OF DEPED ORDERS OR REGULATIONS is committed by the school such as the issuance of Special Orders to Grade 12 Learners on their graduation.

5. In DepEd Order No. 10, s. 2018, issuance of Special Orders is applicable only for Private Schools/Colleges and Technical Vocational Institutions (TVIs) and not for State/Local Universities and Colleges.

6. 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;
e.1 SF10-SHS grades to be reflected is from Grade 11 (1st Sem. & 2nd Sem) and Grade 12 (1st Sem. & 2nd Sem – 1st Quarter Grade);
- 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);
- 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 PSA/NSO for Filipino Citizen Students; and
- j. 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.

7. All documents submitted by the schools shall be retained in the SDO except, SPECIAL ORDER GRADUATION FORM 9 and ACCOMPLISHED STUDENTS' EVALUATION FORM (both in three copies) shall be forwarded to the Regional Office. If discrepancy is observed, it will be endorsed back to the SDO for schools compliance.

8. The signatories of the forms in the SDOs and RO are as follows:

SPECIAL ORDER GRADUATION FORM (FORM 9)

Enrolment Checked by: As designated by the SDS
SF5B – SHS Checked by: Division SHS Coordinator
Verified against Original: Chief CID and Chief SGOD

Check and Evaluated by: VIRGINIA A. SEÑA, Ed.D.
EPS, QAD

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

ACCOMPLISHED STUDENTS EVALUATION FORM

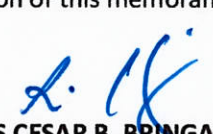
Checked by: Division SHS Coordinator
Recommending Approval: Chief CID and Chief SGOD

9. The standard paper size, color, and font style shall be A4 size Cream Color Canon Paper with fontstyle of Calibri and fontsize of 11. The arrangement of names shall be genderized from Male to Female and list the name of the learner's for graduation in alphabetically arranged (LAST NAME, First Name, and Middle Name) with only twenty (20) students listed in the Special Order and Accomplished Students' Evaluation Form.

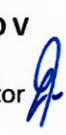
10. The approved Special Order shall be send through Courier by the Records Unit of the Regional Office. The schools shall make some follow-up as to the status of their SO Application to the SDOs given the timeline set by RO in terms of processing/approval of SO Application.

11. Attached herewith is the Special Order Graduation Form (Form 9) and Accomplished Students' Evaluation Form for Senior High School and can be downloaded at <https://tinyurl.com/specialorder-2020>.

12. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V

Director III

OIC – Office of the Regional Director 

QAD/edm
01/10/2019

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