



Republic of the Philippines
Department of Education
CARAGA REGION



February 19, 2021

REGIONAL MEMORANDUM

No. 174, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENT
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID and SGOD
EDUCATION PROGRAM SUPERVISOR/PRIVATE SCHOOL COORDINATOR
SCHOOL HEADS OF PRIVATE SCHOOLS/COLLEGES and TVIs
This Region

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: 2020-2021

1. The Regional Office through the Quality Assurance Division is responsible to process and evaluate the 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 evaluation/approval of the Special Order following the timelines in Enclosure No. 1.
4. Non-submission of the documentary requirements for the issuance of Special Orders 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 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.



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6. The school's application for Special Orders for Graduation Form (Form 9) must be supported with the documentary requirements found in Enclosure No. 2.

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

8. The signatories of the forms in the SDOs and RO are found in Enclosure No. 3. It can be accessed through <https://tinyurl.com/specialorder-2021>.

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

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

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


DR. EVELYN R. FETALVERO, CESO IV
Regional Director 

Encls.: 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

QAD/edm
02/19/2021

Enclosure No. 1 of RM. No. 124, s. 2021

Timeline

ACTIVITIES	TIMELINE
1. SDOs evaluation of school's documentary requirements in Special Orders.	March 1 – 31, 2021
2. RO deadline of school's documentary requirements for the issuance of Special Orders	April 5, 2021
3. RO evaluation/approval of schools' documentary requirements for the issuance of Special Orders.	April 12 – 30, 2021
4. End of classes per DepEd Order No. 007, s. 2020	April 30, 2021
5. RO evaluation/approval of school's documentary requirements for the late submission of Special Orders not later than April 30, 2021	May 3 – 14, 2021
6. RO – QAD issue letter to schools for non-compliance to DepEd Policies and Guidelines . The school shall reply to the letter sent by RO-QAD within 15 days upon receipt stating their reasons for non-compliance.	May 17 – 31, 2021

Enclosure No. 2 of RM. No. 124, s. 2021

Documentary Requirements

- a. Endorsement letter from the Schools Division Superintendents.
- 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 Students' Permanent Record (SF10-JHS) of the last school attended.
- e. Certified True Copy of the Students' Permanent Record (SF10-SHS) of the school attended; e.1 SF10-SHS grades to be reflected is from Grade 11 (1st Sem. and 2nd Sem) and Grade 12 (1st Sem and 2nd Sem – 1st Quarter Grades);
- f. Certified True Copy of the Student's Permanent Record (SF10-SHS) of the later 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 – 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 PSA/NSO 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.

Enclosure No. 3 of RM. No. 124, s. 2021

Special Order Graduation Form (Form 9)	
Schools Division Offices (SDOs)	Regional Office (RO)
Enrolment Checked by: <i>As designated by the SDS</i>	For the Secretary of Education
SF5B – SHS Checked by: <i>Division SHS Coordinator</i>	DR. EVELYN R. FETALVERO, CESO IV Regional Director
Verified against Original: <i>Chief CID and Chief SGOD</i>	Check and Evaluated by: VIRGINIA A. SEÑA, EdD. EPS, QAD
	Noted by: GILBERT L. GAYRAMA, PhD., CESE Chief, QAD
Accomplished Student's Evaluation Form	
Checked by:	
Senior High School Coordinator	
Recommending Approval:	
Chief CID Chief SGOD	