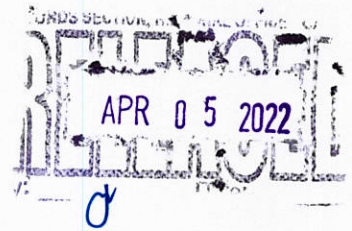




Republic of the Philippines
Department of Education
CARAGA REGION



March 24, 2022

REGIONAL MEMORANDUM

No. 0163, s. 2022

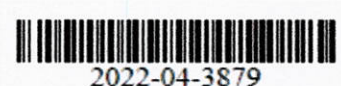
To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
SDO CHIEFS SGOD AND CID
EDUCATION PROGRAM SUPERVISORS
SCHOOL HEADS OF PRIVATE SCHOOLS/COLLEGES AND TVIs
This Region

**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: 2021-2022**

1. The Regional Office through the Quality Assurance Division is responsible to process and evaluate the Special Orders to schools that were issued provisional permit for
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. Application for Special Orders of Qualified Grade 12 Learners shall be filed by the school through the School Division Offices (SDOs) and endorse to the RO for evaluation/approval of the Special Orders following the timelines in Enclosure program 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 school shall be imposed for appropriate sanctions against responsible school officials if VIOLATION OF DEPED ORDERS OR REGULATIONS is committed by the schools 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 applications for Special Orders for Graduation Form (Form 9) must be Supported with the documentary requirements found in Enclosure No.2.



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



DepEdRO13-F-REC-013/R3/2-18-2020

7. All documents submitted by the schools shall be retained in the SDO except, for the SPECIAL ORDER GRADUATION FORM 9 (item b)- and ACCOMPLISHED STUDENT'S EVALUATION FORM (item h) both in three (3) 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 our Group Chat (GC) Special Order 2022.
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 male first then followed by all female and list the name of the learners for graduation alphabetically arranged (LAST NAME, FIRST NAME and MIDDLE NAME) with only twenty (20) students listed in the Special Order and Accomplished Student Evaluation Form.
10. The approved Special Orders shall be sent through courier by the Record Unit of the Regional Office. The school shall make follow-up as to the status of their Special Order Application to the SDO's given the timeline set by RO in term of processing/approval of Special Order Application.
11. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


MA. GEMMA MERCADO LEDESMA
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/vas
03-24-22

Timeline for the Processing, Evaluation and Issuance of Special Orders

Activities	Timeline
1. SDOs evaluation of school’s Documentary Requirements in Special Orders.	April 18 – May 18, 2022
2. RO deadline of school’s Documentary Requirements for the issuance of Special Orders.	May 25, 2022
3. RO evaluation/ approval of school’s Documentary Requirements for the issuance of Special Orders.	May 9 – June 24, 2022
4. End of classes per DepEd Order No.	June 24, 2022
5. RO- QAD will issue a letter to schools for non-compliance to DepEd Policies and Guidelines . The school shall reply to the letter sent by RO-QAD within 15 working days upon receipt stating their reasons for non-compliance.	June 27, 2022
6. RO evaluation/approval of the school’s documentary requirements for the late submission of Special Orders.	June 28 - July 18, 2022

Enclosure No. 2 of RM. No. 0263 s. 2022
(Form 9)

SPECIAL ORDER (A)
No. RO – XIII - _____, s. _____
Caraga Region

On the basis of the records submitted by the _____ School Name
_____ School Address 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.

- MALE
- 1. ALARCOS, Randy Marcellones
 - 2. CALINGASA, Sean Erik Galgo
 - 3. DELLOSA, Jonny Rey
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.

- FEMALE
- 11. AMORES, Lorna Cortes
 - 12. BOSICO, Anita Flores
 - 13. CASISON, Evelyn Ansing
 - 14.
 - 15.
 - 16.
 - 17.
 - 18.
 - 19.
 - 20.

- Valid for twenty (20) students only -

The foregoing approval is valid only for June 24, 2022. 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

MA. GEMMA MERCADO LEDESMA
Regional Director

NOT VALID WITHOUT SEAL OR
WITH ERASURE OR ALTERATION

Enrollment Checked by: _____
Division Planning Officer

Checked and Evaluated by: **VIRGINIA A. SEÑA, EdD.**
EPS, QAD

SF5B – SHS Checked by: _____
SHS Coordinator

Verified against Original: _____
Chief, CID

Chief, SGOD

Noted by: **MARILYN F. ANTIQUINA**
Chief, QAD

DOCUMENTARY REQUIREMENTS

- a. Endorsement letter from the School 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-JHS) of the School attended; e.1 SF10- SHS grade to be reflected is from Grade 11 (1st 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 students is a transferee from another school.
- g. Certification from the School Registrar/School Principal, if the students taking summer classes to another school or a cross enrollee of another school.
- h. Accomplished Student Evaluation Form Which contains the names of all Students- 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 PSO/NSO Birth Certificate from the PSA/ NSO for Filipino Citizen Students, and
- j. If the Students is not a Filipino Citizen, submit copies of the Birth Certificate from the Bureau of Immigration.

Application for Special Order (SO) for Graduation for Private Schools/Colleges and Technical Vocational Institutions (TVIs)

School Name	
Address	
Division	
School Head	
Date Submitted	

/ or X	Description of Documentary/Requirements	Remarks
	1. Endorsement from the Schools Division Superintendent	
	2. Accomplished Special Order for Graduation (Form 9)	
	2.1 Checked by SHS Coordinator	
	2.2 Verified by Chief CID and SGOD	
	3. Accomplished Student's Evaluation Form	
	3.1 Specify SHS Program Track/Strand/Specialization and NC for TVL Track	
	3.2 Signature of the School Registrar, Principal, Division Supervisor In-Charge, Chief CID and SGOD, and Schools Division Superintendent	

EVALUATION

- ☐ Complete with all the requirements
- ☐ Not completed with all requirements

SUMMARY OF FINDING/S:

RECOMMENDATION/S:

- ☐ For issuance of Special Order (SO)
- ☐ For compliance of lacking documents

Checked and Evaluated by:

VIRGINIA A. SEÑA, EdD.
EPS-QAD

Reviewed by:

EDMUND D. MENDOZA, PhD.
EPS-QAD

Noted by:

MARILYN F. ANTIQUINA
Chief – QAD