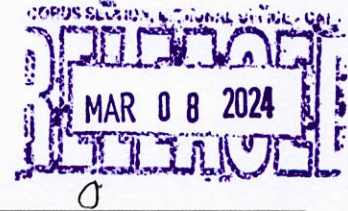




Republic of the Philippines
Department of Education
CARAGA REGION



March 08, 2024

REGIONAL MEMORANDUM

No. 0273, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS, SGOD AND CID
EDUCATION PROGRAM SUPERVISORS/PRIVATE SCHOOL COORDINATORS
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: 2023-2024**

1. The Regional Office through the Quality Assurance Division is responsible for processing and evaluating the Special Orders to schools that were issued provisional permits for the graduation of qualified Grade 12 Learners. 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 application timeline for Special Orders.
2. Application for Special Orders of Qualified Grade 12 Learners shall be filed by the school through the School Division Offices (SDOs) and endorsed to the Regional Office for evaluation/approval of the Special Orders following the timelines in Enclosure No. 2.
3. Non-submission of the documentary requirements for issuing Special Orders are governed by the policies and guidelines of DepEd. In Section 29 of the Rules and Regulations Governing Private Schools in Private Education, the permit issued to a school is valid only for the 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.
4. In DepEd Order No. 10, s. 2018, the issuance of Special Orders is applicable only for Private Schools/Colleges and Technical Vocational Institutions (TVIs) and not for State/Local Universities and Colleges.
5. The school's applications for Special Orders for Graduation Form (Form 9) must be supported with the documentary requirements found in Enclosure No. 1.



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6. All documents submitted by the schools shall be checked and evaluated by the division and shall be retained in the SDO except, SPECIAL ORDER GRADUATION (FORM 9), (item b), ACCOMPLISHED STUDENT'S EVALUATION FORM (item h) both in three (3) copies shall be forwarded to the Regional Office. If the discrepancy is observed, it will be endorsed back to the SDO for the school's compliance.
7. The signatories of the forms in the SDOs and RO are found in Enclosures No. 3 & 5. It can be accessed through our Group Chat (GC), RO Special Order.
8. The standard paper size, color, and font style shall be A4 size, Cream Color Canon Paper for Form 9 only and the rest of the documents shall use the bond paper with a font style of Bookman Old Style and a font size of 11. The arrangement of names shall be gendered all male first, then followed by all female and the names of the learners for graduation shall be alphabetically arranged (LAST NAME, FIRST NAME, and MIDDLE NAME) with only twenty (20) students listed in the Special Order and also in the Accomplished Student Evaluation Form.
9. The approved Special Orders shall be sent through the courier by the Record Unit of the Regional Office. The school shall make a follow-up as to the status of its Special Order Application to the SDO, given the timeline set by RO in terms of processing/approval of the said Special Order Application.
10. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

MARIA INES C. ASUNCION
 Director III
 Officer-In-Charge
 Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

FE L. ALEGADO
 Chief Administrative Officer
 Finance Division

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

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

DOCUMENTS GRADUATION GUIDELINES PRIVATE SCHOOLS

QAD/vas
 03-08-24



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DOCUMENTARY REQUIREMENTS

- a. Endorsement letter from the School Division Superintendents.
- b. Accomplished Special Order for Graduation Form (Form 9).
- c. List of graduating students Male and Female then total.
- d. Letter of recommendation from the School Registrar/School Principal or Administrator / School Committee for checking of documents on the Candidates for the graduation of the particular school year.
- e. Certified True Copy of the student's Permanent Record (SF10-JHS) of the last school attended.
- f. 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);
- g. Certified True Copy of the Student's Permanent Record (SF10-SHS) of the later School, if the student is a transferee from another school.
- h. Certification from the School Registrar/School Principal, if the students taking summer classes at another school or a cross enrollee of another school.
- i. 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).
- j. 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
- k. If the Student is not a Filipino Citizen, submit copies of the Birth Certificate from the Bureau of Immigration.

TIMELINE OF SPECIAL ORDERS

Activities	Timeline
1. SDOs evaluation of school's Documentary Requirements in Special Orders.	April 1, 2024 – May 30, 2024
2. RO deadline of school's Documentary Requirements for the issuance of Special Orders.	May 30, 2024
3. RO evaluation/ approval of school's Documentary Requirements for the issuance of Special Orders.	May 31, 2024 – June 28, 2024
4. End of classes per DepEd Order No. 003, s. 2024,	May 31, 2024
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 days upon receipt stating their reasons for non-compliance.	July 1, 2024



Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure No. 3 of RM. No. ____ s. 2024

Date _____

(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. ALINGASA, Sean Erik Galgo
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

FEMALE

- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

-Valid for twenty (20) students only -

The foregoing approval is valid only for April, _____ Year _____. 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.

Not valid
without seal or
with erasure or
alteration

For the Secretary of Education

Regional Director

Enrollment Checked by: _____

SDO Designation

SF5B – SHS Checked by: _____

SDO Designation

Verified against Original: _____

Chief, CID

Chief, SGOD

Checked and Evaluated by: _____

EPS, QAD

Noted by: _____

Chief, QAD



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Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure No. 4 of RM. No. _____ s. 2024

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

School Name	
Address	
Division	
School Head	
Date Received	

✓ 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:

EPS-QAD

Reviewed by:

EPS-QAD

Noted by: _____

Chief – QAD



Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure No. 5 of RM. No. _____ s. 2024

Date

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 students as of **Month/Year of Graduation** is
hereby granted and made a matter of records upon successful completion with the
requirements of the **DepEd Curriculum upon graduation**.

MALE

1. ALARCOS, Randy Marcellones
2. ALINGASA, Sean Erik Galgo
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

FEMALE

- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

-Valid for twenty (20) students only -

The foregoing approval is valid only for Month/Year of Graduation. The approval for any one candidate for graduation 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.

**Late Application of
Special Order for**

For the Secretary of Education

Regional Director

Not valid
without seal or
with erasure or
alteration

Enrollment Checked by: _____
SDO Designation

Checked and Evaluated by: _____
EPS, QAD

SF5B – SHS Checked by: _____
SDO Designation

Verified against Original: _____
Chief, CID

Noted by: _____
Chief, QAD

Chief, SGOD



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Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure No. 6 of RM. No. _____ s. 2024

Checklist of Requirements for Late Application of Special Order (SO) for Graduation under the Old Curriculum of the Department of Education

School Name	
Address	
Division	
School Head	
Date Received	

✓ or X	Description of Documentary/Requirements	Remarks
	1. Endorsement from the Schools Division Superintendent.	
	2. Accomplished Special Order for Graduation Form (Form 9).	
	3. Letter from the School Principal stating the reasons on the late issuance of special order for graduation.	
	4. Certified True Copy of Form 137-A (Secondary) signed by the Schools Division Superintendent.	
	5. Certified True Copy of Form 18-A (Promotional Report) signed by the Schools Division Superintendent.	
	6. Photocopy of the Government Permit to Operate or Government Recognition.	
	7. PSA/NSO Birth Certificate.	

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/Evaluated/Reviewed by:

EPS, QAD

Noted by:

Chief, QAD