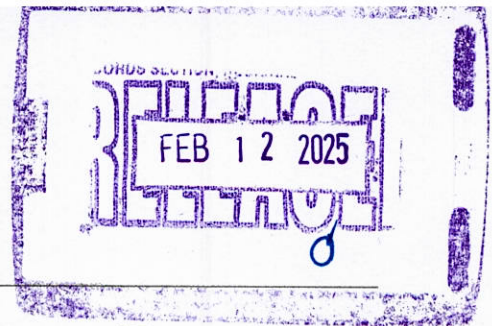




Republic of the Philippines
Department of Education
CARAGA REGION



FEB 12 2025

REGIONAL MEMORANDUM

No. **0155**, s. 2025

To: Schools Division Superintendents
All Others Concerned

GUIDELINES ON THE ISSUANCE OF SPECIAL ORDER (SO) FOR THE APPROVAL
OF THE ELIGIBILITY FOR GRADUATION OF SHS GRADE 12 STUDENTS FROM
PRIVATE AND NON-DEPED INSTITUTIONS FOR SCHOOL
YEAR 2024-2025 AND ONWARDS

1. The Department of Education (DepEd) Caraga, through the Quality Assurance Division, issues the **Guidelines on The Issuance of Special Orders for the Approval Of The Eligibility For Graduation Of Senior High School Grade 12 Students From Private And Non-DepEd Institutions Offering Senior High Schools for School Year 2024-2025 and Onwards.**

2. Pursuant to **Section 150 of DepEd Order No. 88, s. 2010**, titled *2010 Revised Manual of Regulation for Private Schools in Basic Education*, which states that special Orders shall be required for graduation of learners from formal secondary levels in all private schools nationwide.

3. With reference to **DepEd Order No. 10, s. 2018**, *Guidelines on the Issuance of Special Orders for the Approval of the Eligibility of Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical-Vocational-Institutions for School Year 2017-2018*, which authorized the regional offices to issue special order to schools that were issued provisional permits to operate.

4. Schools must submit applications for special orders of qualified Grade 12 learners through their respective Schools Division Office (SDO) at least **15 calendar days** before the end of the current academic year. The Regional Office (RO) will process the applications and return the approved special orders to the school via the SDO within **seven calendar days** of receipt.

5. The following documents shall be submitted by the Schools to the SDO for their evaluation and shall be forwarded to the Regional Office for validation and approval of the Special Order:

- Letter Request addressed to the Regional Director through the Schools Division Superintendents;
- List of Senior High School Learners Eligible for Special Order;
- RO-QAD-FO31 Special Order;
- School Form 1 School Register for Senior High School (SF1-SHS);
- School Form 10-SHS (Learners Permanent Academic Record) Grade 11 and 12; For transferees: attach the SF 10 from previous school;



2025-02-02480

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 6

- f. School Form 5A End of Semester and School Year Status of Learners for Senior High School (SF5-SHS);
- g. School Form 5B List of Learners with Complete SHS Requirements (SF5B-SHS);
- h. For those who took summer classes: attach the Certificate of Recomputed Final Grades (stamped/received by the Division Office) and include approved certification allowing the school to offer summer class.
- i. Copy of the School's Approved Provisional Permit to operate; and
- j. Attestation of Authenticity and Veracity of Documents.

6. In accordance with DM 14, s. 2022, *DepEd Quality Management System Manual and Procedures and Work Instructions Manual*, Schools Division Offices (SDOs), through the School Governance and Operations Division (SGOD), are responsible for the evaluation of all applications of Special Order from the private schools and non-DepEd institutions in their respective jurisdiction. SDOs may create teams to evaluate the accuracy, authenticity, and completeness of the required supporting document.

7. SDO Team shall refer to DepEd Order No. 11, s. 2018 for the Guidelines on the Preparation and Checking of School Forms.

8. The following are the procedures in each governance level

a. General Guidelines:

- i. Only those private schools offering Senior High School Program with government provisional permits may apply for Special Order
- ii. Official e-mail addresses shall be used in the submission of the application for Special Order.
- iii. Adherence to the timeline shall be strictly observed. Submission from Schools to SDO shall be 15 calendar days before the end of the current academic year. This shall be processed by the RO and returned to the SDO within seven calendar days from the receipt of the application.

b. Private Schools Process

- i. Prepare and submit the hard copies of the following documentary Requirements to the SDO through the SGOD
 1. Letter Request addressed to the Regional Director through the Schools Division Superintendents.
 2. List of Senior High School Learners Eligible for Special Order;
 3. Accomplish RO-QAD-FO31 Special Order
 4. Birth Certificate (PSA/ NSO)
 5. School Form 1 School Register for Senior High School (SF1-SHS);

6. School Form 10-SHS (Learners Permanent Academic Record) Grade 11 and 12; For transferees: attach the SF 10 from previous school;
 7. School Form 5A End of Semester and School Year Status of Learners for Senior High School (SF5-SHS);
 8. School Form 5B List of Learners with Complete SHS Requirements (SF5B-SHS);
 9. For those who took summer classes: attach the Certificate of Recomputed Final Grades (stamped/received by the Division Office) and include approved certification allowing the school to offer summer class;
 10. Copy of the School's Approved Provisional Permit to operate; and
 11. Attestation of Authenticity and Veracity of Documents.
- ii. After receiving all the signed documents from SDO, scan the following documents into a single PDF file in this order:
1. Letter Request addressed to the Regional Director through the Schools Division Superintendents.
 2. List of Senior High School Learners Eligible for Special Order;
 3. RO-QAD-FO31 Special Order. Printed and electronic copy in Word format
 4. Birth Certificate (PSA/ NSO)
 5. School Form 1 School Register for Senior High School (SF1-SHS);
 6. School Form 10-SHS (Learners Permanent Academic Record) Grade 11 and 12; For transferees: attach the SF 10 from previous school;
 7. School Form 5A End of Semester and School Year Status of Learners for Senior High School (SF5-SHS);
 8. School Form 5B List of Learners with Complete SHS Requirements (SF5B-SHS);
 9. For those who took summer classes: attach the Certificate of Recomputed Final Grades (stamped/received by the Division Office) and include approved certification allowing the school to offer summer class;
 10. Copy of the School's Approved Provisional Permit to operate; and
 11. Attestation of Authenticity and Veracity of Documents.
- iii. Save file in this format *SDO_Name of School*
- iv. Send the following documents to the SDO via its official email, with a copy furnished to the assigned Private Education Focal Person or the Special Order Focal Person, as applicable.
1. PDF file of the documentary requirements
 2. Accomplished RO-QAD-FO31 Special Order in Word Format
- c. SDO-SGOD Process
- i. After receiving the hard copy of documentary requirements from the school, schedule the onsite checking of school forms through the created Division Checking Committee which may be



2025-02-02480

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	3 of 6

- composed of the personnel from SGOD, CID (preferably the SHS coordinator/ focal person) and the private school representative.
- ii. Evaluate the documents as to its completeness and compliance. Refer to DepEd Order No. 11, s. 2018 on the Guidelines on the preparation and Checking of School Forms
 - iii. SGOD SO Focal Person shall ensure that the school has government provisional permit issued by DepEd.
 - iv. If there are discrepancy and lacking documents, return to school for compliance
 - v. If all documents are complete and compliant, return all requirements to school for scanning.
 - vi. Receive via email the scanned copy of the documentary requirements from School and accomplish the Accomplish RO-QAD-F033 Checklist for Application for Special Order (SO) for Graduation for Private Schools/Colleges and Technical Vocational Institutions (TVIs).
 - vii. If complete, prepares Endorsement of the Application for SO to be signed by the Schools Division Superintendent.
 - viii. Send the following documents to the Regional Office via email at caraga@deped.gov.ph
 - ix. Signed Endorsement of the Application for SO (scanned in PDF
 - x. PDF file of the documentary requirements submitted by the school)
 - xi. Filled out RO-QAD-FO31 Special Order in Word Format
 - xii. Accomplished RO-QAD-F033 Checklist for Application for Special Order (SO)
 - xiii. Receive approved SO from the RO.
 - xiv. Notify school to receive approved SO from the SDO Records Unit
- d. **RO-QAD Process**
- i. Receive from the Records Unit the documentary requirements sent by the SDO via email
 - ii. Ensure all required documents are complete and submitted on time. If incomplete, return document to the SDO via second endorsement. For late submissions, request SO Focal person to submit letter of justification identify where the documents are delayed and determine the reason for the hold-up.
 - iii. Check attestation of veracity and authenticity of documents
 - iv. Verify the Senior High School (SHS) program of the requested School Organization (SO) against the approved Provisional Permit to Operate.
 - v. Coordinate with PPRD to verify Learner's enrollment with the LIS
 - vi. Check enrollment (SF1) with SF5A and with RO-QAD-FO31 Special Order



2025-02-02480

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	4 of 6

- vii. Check against SF1, SF 5A&B, birth certificate the correctness of the Name of Learners in the RO-QAD-F031 (Special Order)
- viii. Assign SO number and **print 3 copies** RO-QAD-F031 (Special Order) in A4, cream linen paper for signature of the QAD EPS QAD CES who checked and validated the documents. Forward document to the office of the Regional Director for Approval.
- ix. Approved and sealed copies of the Special Order shall be
 - 1. Endorsed to the SDO (2 copies) 1 for the SDO's copy and archival and 1 copy shall be endorsed to the concerned private school
 - 2. Retained in the regional office through the records unit for archival. RO QAD shall retain a digital copy of the SO)
- x. Prepare Regional Memorandum to disseminate information of schools given with approved SO

9. To ensure compliance and adherence to timelines, Section 189 of DepEd Order no. 88 s. 2010 (as amended in DepEd Order No. 41, s. 2022 is reiterated as:

SECTION 189. Sanctions Against Private Schools. - The following are the sanctions that may be imposed against private schools for any violation of the rules and regulations of the Department:

- a. Suspension of the school's participation in Education Service Contracting (ESC) and Education Voucher System (EVS) programs;
- b. non-issuance of a favorable recommendation for tax exemptions;
- c. Disqualification from any financial grant or subsidy of the Department;
- d. Suspension of the permit or recognition to operate the school; and
- e. Revocation of the permit or recognition to operate the school.

Application of sanctions and penalties for violations of the rules and regulations of the Department shall be consistent with the gravity of the offense or violation committed by the school, provided that any misrepresentation as to any of the documentary requirements herein, particularly those provided in Section 160 hereof, shall merit the sanction of revocation of the permit or recognition to operate the school.

The school may appeal the application of any sanction imposed by a Regional Director to the Secretary within fifteen (15) days from receipt of notice of such sanction.

10. Enclosed are the forms and templates for reference:

Enclosure 1	RO-QAD-FO31 Special Order (Template) Accomplished copy/ies in word document shall be sent to qad_caraga@deped.gov.ph Download at: https://bit.ly/QAD13FormsTemps
-------------	--

Enclosure 2	RO-QAD-F033 Checklist for Application for Special Order (SO) for Graduation for Private Schools/Colleges and Technical Vocational Institutions (TVIs) Download at: https://bit.ly/QAD13FormsTemps
Enclosure 3	Attestation of Authenticity and Veracity of Documents (duly notarized) Download at: https://bit.ly/QAD13FormsTemps

11. SDOs shall ensure completeness and correctness of the documentary requirements before endorsing applications to the Regional Office. Strict adherence to the prescribed timeline is required.

12. Immediate dissemination of this Memorandum to all concerned is directed for information and compliance.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encl.: As stated

Reference: DepEd Order (No. 88, s. 2010), DepEd Order (No. 10, s. 2018), DepEd Order (No. 11, s. 2018)

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

EDUCATION

LEARNERS

SPECIAL ORDER

QAD/mmv
02/05/2025