



Republic of the Philippines
Department of Education
CARAGA REGION



March 22, 2023

REGIONAL MEMORANDUM
No. 0778, s. 2023

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: 2022-2023

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. 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.
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.1.
3. Non-submission of the documentary requirements for the issuance of 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.3.



Address: J.P. Rosales Avenue, Butuan City
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Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 6

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 Enclosure No. 2. 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 with font style of Bookman Old Style and font size of 11. The arrangement of names shall be gendered all 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.
9. The approved Special Orders shall be sent through the 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 SDOs given the timeline set by RO in terms of processing/approval of Special Order Application.
10. 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
DECS 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
03-22-2023



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Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 6

TIMELINES OF SPECIAL ORDERS

Activities	Timeline
1. SDOs evaluation of school’s Documentary Requirements in Special Orders.	April 21 – May 31, 2023
2. RO deadline of school’s Documentary Requirements for the issuance of Special Orders.	May 29, 2023
3. RO evaluation/ approval of the school’s Documentary Requirements for the issuance of Special Orders.	June 1 – 30, 2023
4. End of classes per DepEd Order No.	July 7, 2023
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 20, 2023



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

(Date)

SPECIAL ORDER (A)
No. RO – XIII - _____, s. 2023
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. AROCHA, Jonathan Arabejo
2. CALAPES, Arnorld Calgo
3. DELLOSA, Jonny Rey Centeno
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

FEMALE

11. ARTISTA, Coniefe Cupaz
12. BONGO, Annbelle Flores
13. CATALUNA, Evelyn Ansing
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

-Valid for twenty (20) students only -

The foregoing approval is valid only for July, _____. The approval for any one
candidate for graduation in Senior High School is automatically canceled 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
SF5B – SHS Checked by: _____
SHS Coordinator
SF10 – Checked by: _____
M&E Coordinator
Verified against Original: _____
Chief, CID

Chief, SGOD

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

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



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

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 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.



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Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	5 of 6

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

School Name	
Address	
Division	
School Head	
Date Received / Contact no.	

/ 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 with lacking documents

Checked and Evaluated by:

Reviewed by:

VIRGINIA A. SEÑA, EdD.
EPS-QAD

EDMUND D. MENDOZA, PhD.
EPS-QAD

Noted by:

MARILYN F. ANTIQUINA
Chief – QAD

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Effectivity	02.01.23	Page	6 of 6