



Republic of the Philippines
Department of Education
CARAGA REGION



March 23, 2020

REGIONAL MEMORANDUM

No. 173, s. 2020

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs CID and SGOD
Education Program Supervisors
School Heads of Private Schools/Colleges/TVIs
This Region

**ALTERNATIVE MODALITY IN THE ISSUANCE OF SPECIAL ORDER FOR
GRADE 12 LEARNERS'**

1. In DepEd Memorandum No. 043, s. 2020, the DepEd is implementing measures as observance to stringent social distancing measures to all DepEd Offices. The social distancing measures are for the protection of each official, teaching, and non-teaching personnel of DepEd, the immediate community and the country, and for the achievement of public health objectives, such as mitigation at the scale and speed of community transmission of COVID-19, as well as the observation of the adequacy of the country's health system and infrastructure to deal with the situation.
2. The Local Government Unit (LGU) in the cities/provinces of Caraga are implementing the Executive Order on the Enhanced Community Quarantine management of COVID-19 in which all classes and school activities in all levels shall be suspended until April 14, 2020, strict home quarantine shall be observed, and work for home arrangement shall be implemented which restricts the movement of each personnel in the region and division level to have a face to face contact in receiving the needed documentary requirements for the issuance of Special Order to Grade 12 Learners'.
3. The Regional Office through Quality Assurance Division (QAD) extends the deadline and established mechanisms to introduced online submission of the needed documentary requirements. The **documents shall be scanned in PDF Format** (in one file only) and email to caragaspecialorder@gmail.com, to wit:
 - a. Endorsement Letter signed by the SDS;
 - b. 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;
 - c. Special Order Graduation Form 9; and
 - d. Accomplished Students Evaluation Form.



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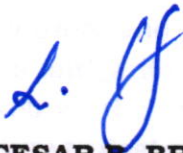
Document Control No:
DepEdRO13-REC-013/R3/02-18-2020

4. In Regional Memorandum No. 026, s. 2020, item no. 3, stipulates the deadline for June 2019 and August 2019 Opening of Classes which shall be extended due to the current COVID-19 situation. Thus, the new timeline shall be observed, to wit:

Opening of Classes	Documents for Submission through online modality	Timeline
June 2019	Endorsement Letter, Letter of Recommendations. Special Order Graduation Form 9, and Students' Accomplished Evaluation Form	APRIL 15, 2020
August 2019		JUNE 30, 2020

5. The original hard copy of the above-mentioned documents shall be submitted to the Regional Office through Quality Assurance Division once the Department of Health (DOH) lowers the code red alert level on COVID-19 through personal transaction or courier.

6. For your information, compliance, and guidance.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
OIC – Office of the Regional Director 

Encls.: NONE

Reference: Regional Memorandum No. 026, s. 2020
DepEd Memorandum 043, s. 2020

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

DOCUMENTS GUIDELINES GRADUATION PRIVATE SCHOOLS SPECIAL ORDER

QAD/edm
03/23/2020