



Republic of the Philippines

DEPARTMENT OF EDUCATION


Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

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February 17, 2016

DIVISION MEMORANDUM


No. 123 s. 2016

**RECHECKING AND VERIFICATION OF APPLICATIONS ON SPECIAL ORDER (SO) FOR
GRADUATION/COMPLETION SUBMITTED BY PRIVATE SECONDARY SCHOOLS**

TO: Education Program Supervisors
Public School District Supervisors/DIC's
Principals/School Administrators
Private Secondary Schools

FROM: **LELANIE T. CABRERA, CESE**
Asst. Schools Division Superintendent
Office-in-Charge

1. Attached is Regional Memorandum No. 009S, series of 2016 dated February 10, 2016 re: Rechecking and Verification of Applications on Special Order (SO) for Graduation/Completion Submitted by Private Secondary Schools. For the information and guidance of the concerned.
2. Immediate and wide dissemination on this Memorandum is enjoined.


LELANIE T. CABRERA, CESE
Asst. Schools Division Superintendent
Office-in-Charge
02/18/16

LTC/DYA/ENC/rra16

18 FEB 2016



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. **0095**, Series of 2016

February 10, 2016

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**RECHECKING AND VERIFICATION OF APPLICATIONS ON SPECIAL ORDER (SO) FOR
GRADUATION/ COMPLETION SUBMITTED BY PRIVATE SECONDARY SCHOOLS**

To: Schools Division Superintendents/Officers-in-Charge of Schools Divisions
Assistant Schools Division Superintendents
School Governance and Operation Division Chiefs
Division Supervisors/Coordinators for Private Schools
Division Supervisors / Coordinators for Senior High School Program
Presidents, School Principals/Administrators of Private Schools in Basic Education
All Others Concerned

1. Effective immediately, all applications for issuance of Special Order (SO) for Graduation/Completion with supporting pertinent documents submitted by private secondary schools must be rechecked, verified and quality assured first by the **Division Checking Committee for Special Order Applications** as to completeness, correctness, authenticity, verifiability, validity and accuracy before these special order applications will be forwarded to the Regional Office.
2. The Division Checking Committee must recheck, verify and sign on the Special Order (SO) forms as to **course status of the candidates, enrollment for each grade/year level and evaluation of the supporting pertinent documents** such as certified/original copy of the student permanent record, original copy of the accomplished student evaluation form, certified/verified or original copy of the student records from a foreign country for transferees and foreign students, verified/certified or original copy of the NSO birth certificate, verified/certified or original copy of the birth certificate of a foreign country if alien, photocopy of the summer permit, list of the names of all student-recipients of certificates/diplomas recommended by the school checking committee, school registrar, administrator or principal and all other supporting documents. The list of documentary requirements for application of special order for graduation /completion is stipulated in Regional Memorandum No. 737, Series of 2015 dated December 9, 2015 in accordance with DepEd Order No. 88, Series of 2010.
3. Schools Division Superintendents must endorse applications for Special Order (SO) for Graduation/Completion to the Regional Director when all the members of the Division Checking

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"E3A 2015: Karapatan ng Lahat, Pananagutan ng Lahat"



Committee for Special Order Applications have rechecked, verified, quality assured, signed on said SO forms and recommended for the issuance of special order for completion/graduation.

4. Education Program Supervisors and Chief of the Quality Assurance Division in the Regional Office will review all special order forms and its supporting documents before these forms will be forwarded to the Office of the Regional Director for approval.

5. Private secondary schools and division offices must indicate/accomplish clearly, completely and accurately on the Special Order for Graduation/Completion form the academic secondary course that the student will be completing (*Junior High School Education Course*) or graduating (*Senior High School Education Course*) for this School Year 2015-2016, ***complete name of the candidate(s) for graduation or completion (surname, suffix, first name, and middle name), gender of the candidate(s), month and year of graduation/ completion and the number of students listed on the said form.***

6. For further information, one may call Dr. Milagros C. Gabia, Chief of the Quality Assurance Division, at telephone number (032)-231-1071.

7. Immediate and wide dissemination of this Memorandum is desired.


JULIET A. JERUTA
Director III
Officer-in-Charge
Office of the Regional Director


References: Regional Memorandum No. 737, s. 2015 dated December 9, 2015

DepEd Order No. 88, s. 2010 dated June 24, 2010

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Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. 737, Series of 2015

DEC 09 2015

**DOCUMENTARY REQUIREMENTS FOR THE ISSUANCE OF SPECIAL ORDER FOR
GRADUATION/COMPLETION FOR THE PRIVATE SECONDARY SCHOOLS**

To: Schools Division Superintendents/Officers-in-Charge of Schools Divisions
Assistant Schools Division Superintendents
School Governance and Operation Division Chiefs
Division Supervisors/Coordinators for Private Schools
Presidents, School Registrars, School Heads/Administrators of Private Secondary Schools
All Others Concerned

1. Pursuant to DepEd Order No. 88, s. 2010 dated June 24, 2010 entitled "2010 Revised Manual of Regulations for Private Schools in Basic Education" specifically on Title VI- Graduation, Sections 148 to 151, all private secondary schools' applications for Special Order for Graduation/Completion (Form 9) must be supported with the following documentary requirements enumerated below:

- a. Endorsement from the Schools Division Superintendent;
- 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 of the Candidates for Graduation of the particular School Year;
- d. List of the Names of all Student-Recipients of Certificates and Diplomas;
- e. Certified True Copy of the Secondary Student's Permanent Record of the Last School Attended;
- f. Certified True Copy of the Secondary Student's Permanent Record of the latter school, if the student is a transferee from another school;
- g. Certification from the School Registrar/School Principal if the student is taking summer classes to another school or a cross enrollee of another school;
- h. Verified Copy of the Original NSO/PSA Birth Certificate from the School Registrar/School Head or Certified True Copy of the NSO/PSA Birth Certificate from the National Statistics Office for Filipino citizen students, if the student is a not a Filipino citizen, submit copies of the birth certificate from a foreign country, alien certification of registration, and certification from the Bureau of Immigration; and
- i. Accomplished Student Evaluation Form with signatures of the School Registrar/Principal/ Administrator/President and the Division Supervisor-in-Charge of Private Schools.

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"ESD 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

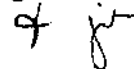
2. Private secondary schools must indicate clearly, completely and accurately in the **Special Order for Graduation/Completion** form the academic secondary course that the student had completed or graduated (**Junior High School Course or Senior High School Course**), complete name of the candidate(s) for graduation/ completion (last name, first name and middle name), gender of the candidate(s), month and year of graduation and the number of students listed in the said form.

3. For further information, one may call Dr. Milagros C. Gabia, Chief of the Quality Assurance Division, at telephone number: (032)-2311071.

4. Wide and immediate dissemination of this Memorandum is directed.


JULIET A. JERUTA

Director III
Officer-in-Charge
Office of the Regional Director



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