



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS-TAGBILARAN
City of Tagbilaran



March 22, 2016

DIVISION MEMORANDUM
No. 129, s. 2016

CLARIFICATIONS AND ADDITIONAL INFORMATION TO DEPED ORDER NO. 7, s. 2016 S.Y. 2015-2016 END OF SCHOOL YEAR RITES

To: All Division Chiefs, Education Program Supervisors, Public Schools District Supervisor & School Heads of Public Elementary & Secondary Schools & All Others Concerned:

- 1 Attached is DepEd Oder No. 15, s. 2016 dated March 17, 2016 entitled "Clarifications and Additional Information to DepEd Order No. 7, series of 2016 (S.Y. 2015-2016) End of School Year Rites" for the information and guidance of all concerned.
2. For more details, please find attached memorandum together with its enclosures for your awareness.
3. Please be guided accordingly.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent



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



March 18, 2016

REGIONAL MEMORANDUM

No. _____, Series of 2016

0175

**CLARIFICATIONS AND ADDITIONAL INFORMATION TO DEPED ORDER NO. 7, S. 2016
(SCHOOL YEAR (SY) 2015-2016 END OF SCHOOL YEAR RITES)**

MAR 18 2016

To: Schools Division Superintendents/Officers-in-Charge
Assistant Schools Division Superintendents
Private and Public Elementary and Secondary School Heads
All Others Concerned

1. Enclosed is a copy of DepEd Order No. 15, s. 2016 dated March 17, 2016 entitled "Clarifications and Additional Information to DepEd Order No. 7, Series of 2016 (School Year 2015-2016 End of School Year Rites)" for the information and guidance of all concerned.
2. For further details, one may call Dr. Milagros C. Gabia, Chief of the Quality Assurance Division, at telephone number (032)231-1071.
3. Attached also is a copy of DepEd Order No. 7, s. 2016 dated February 15, 2016 for your reference.
4. Immediate and wide dissemination of this Memorandum is directed.

Juliet A. Jeruta
JULIET A. JERUTA

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

Enclosure: as stated

References: DepEd Order No. 7, s. 2016 and DepEd Order No. 15, s. 2016

JAJ/MCG/jksb

QAD

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

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



Republic of the Philippines
Department of Education

17 MAR 2016

DepEd ORDER
No. **15** s. 2016

**CLARIFICATIONS AND ADDITIONAL INFORMATION TO DEPED ORDER NO. 7, S. 2016
(School Year (SY) 2015-2016 End of School Year Rites)**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. In relation to DepEd Order No. 7, s. 2016 entitled *School Year (SY) 2015-2016 End of School Year Rites*, the Department of Education (DepEd) issues the following clarifications:

- a. **For private elementary and secondary schools, technical-vocational institutions (TVIs) and higher education institutions (HEIs) including state universities and colleges (SUCs) and local universities and colleges (LUCs)** – The use of the enclosed completion certificate and diploma templates **is optional**. The signature of the school head is required, while the signature of the Schools Division Superintendents (SDS) is not required.
- b. **For public elementary and secondary schools** – The use of the enclosed completion certificate and diploma templates **is required**.

2. Awarding of honors to learners from Grades 1 to 12 may be conducted during the end-of-school-year rites and shall follow the guidelines stipulated in DepEd Order No. 74, s. 2012 entitled *Selection of Honor Pupils and Students of Grades 1 to 10 of the K to 12 Basic Education Curriculum*, which shall remain in effect until SY 2015-2016. Furthermore, awarding of honors to learners from Grades 1 to 12 must observe the following:

- a. Candidates for honors from Grades 1 to 12 shall be top ten learners whose General Average is 90 and above. The candidates for honors must not have a Final Grade or Final Rating lower than 85 and a grade lower than 80 in any quarter;
- b. The General Average shall be computed, up to three decimal places; and
- c. To determine the top ten, learners shall be ranked using the 7-3 point scheme (7 points for academic performance and 3 points for co-curricular activities). The titles for learners with honors including valedictorian, salutatorian, first honorable mention, and so forth shall be used for Grade 6 and Grade 12 graduates **but not for Grade 10 completers**. In case of a tie, candidates shall be declared in the same honor ranking.



3. DepEd Order No. 8, s. 2015 entitled *Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program* states that the General Average is computed by dividing the sum of all final grades by the total number of learning areas in the grade level. For Grades 5 and 6 learners under the Basic Education Curriculum (BEC), the five subjects (English, Science and Health, Mathematics, Filipino, and Makabayan) shall be used until the duration of its implementation. This shall be followed for all succeeding reports in relation to learner's promotion, learning progress, and achievement.

4. Immediate dissemination of and strict compliance with this Order is directed.



BR. ARMIN A. LUSTRO FSC
Secretary

Encls.:

As stated

References:

DepEd Order: (Nos. 7, s. 2016; 8, s. 2015 and 74, s. 2012)

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

CHANGE
GRADUATION
LEARNERS
POLICY
RATING
SCHOOLS
STRAND: Curriculum and Instruction

Sally: R:DM-clarification and additional info. to DO No. 7, s. 2016
0175-March 14, 2016

(Enclosure No. 1 to DepEd Order No. 15, s. 2016)

SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



Republika ng Pilipinas

Republic of the Philippines

Kagawaran ng Edukasyon

Department of Education

REHIYON XXX

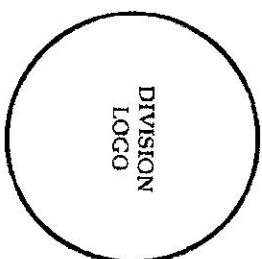
REGION XXX

SANGAY NG XXXXXXXXX

DIVISION OF XXXXXXXXX

PUROK NG XXXXXXXX

DISTRICT OF



XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si

This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN

CERTIFICATE

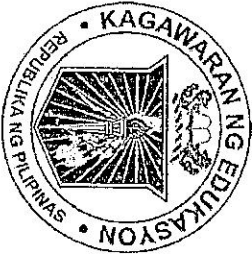
Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.

Signed in XXXXXX, Philippines on the 1st day of April 2016.

XXXXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXXXX
Pansangay na Tagapamamahala ng mga Paaralan
Schools Division Superintendent

SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION



Republika ng Pilipinas

Republic of the Philippines

Kagawaran ng Edukasyon

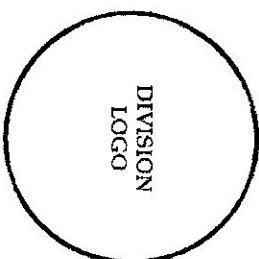
Department of Education

REHIYON XXX

REGION XXX

SANGAY NG XXXXXXXXXX

DIVISION OF XXXXXXXXXX



XXXXXX HIGH SCHOOL

Pinatutunayan nito na si

This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Junior High School na itinakda para sa
has satisfactorily completed the requirements for Junior High School prescribed for
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
Secondary Schools of the Department of Education and is therefore awarded this

KATUNAYAN

CERTIFICATE

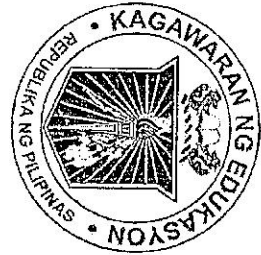
Nilagdaan sa XXXXXXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.

Signed in XXXXXXXX, Philippines on the 1st day of April 2016.

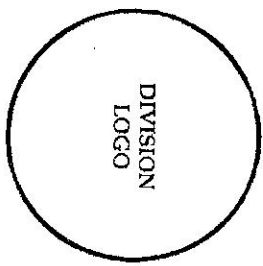
XXXXXXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA



Republika ng Pilipinas
Republic of the Philippines
Tagawaran ng Edukasyon
Department of Education
REHIYON XXX
REGION XXX
SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXXX



XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School
has satisfactorily completed the requirements for graduation in Senior High School

TRACK AND STRAND

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
prescribed for Secondary Schools of the Department of Education and is therefore awarded this

KATIBAYAN
DIPLOMA

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.
Signed in XXXXXXXX, Philippines on the 1st day of April 2016.

XXXXXXXXXXXXXX
Punong-Guro

XXXXXXXXXXXXXX
Pansangay na Tagapamanhala ng mga Paaralan



Republic of the Philippines

Department of Education

15 FEB 2016

DepEd ORDER
No. 7, s. 2016

SCHOOL YEAR (SY) 2015-2016 END OF SCHOOL YEAR RITES

To: Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. For School Year (SY) 2015-2016, the Department of Education (DepEd) announces the conduct of the following **End of School Year Rites**:

Grade/Level	Ceremony	Proof of Completion
Grade 6 learners who will complete Elementary education	Graduation	Elementary Certificate (Enclosure No. 1)
Grade 10 learners who will complete Junior High School	Moving Up or Completion	Junior High School Certificate (Enclosure No. 2)
Grade 12 learners from: a. Schools with DepEd-approved K to 12 transition plan b. Schools with a permit to operate SHS starting in SY 2014 c. International schools with K to 12 Program	Graduation	High School Diploma (Enclosure No. 3)

2. The 2016 ceremonies shall focus on the theme *Kabataang Mula sa K to 12, Tagapagdala ng Kaunlaran sa Bansa Pilipinas*. This theme focuses on the K to 12 Basic Education Program as a transformative vehicle for local and national development. Through the provision of quality education, the K to 12 Basic Education Program develops and harnesses the skills and competencies of the Filipino youth that will lead to human and community development.

3. The graduation rites should be scheduled on or before **April 1, 2016**. For schools divisions or regions with an extended school year, schools will have to be guided by their approved revised school calendar.

4. In line with the government's austerity program, the DepEd reiterates the following policies:

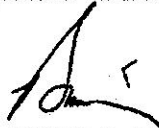
- a. ~~Graduation rites should be simple but meaningful affairs which encourage civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue;~~
- b. Moving Up or Closing ceremonies should be simple, involving only the learners, their parents and the school; and
- c. Nonacademic projects such as attendance to field trips, film showing, junior-senior promenade and other school events should not be imposed as requirements for graduation or completion.

Public Schools only

- d. Expenses relative to the activity should be charged to the school Maintenance and Other Operating Expenses under the 2016 Budget;
- e. Any DepEd personnel should **not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution;**
- f. Parent-Teachers Association may give donations in cash or in kind; and
- g. Contribution for the annual yearbook, if any, should be on a voluntary basis.

5. Further, the end of school year rites should be an appropriate and solemn ceremony befitting the learners and their parents and **shall not be used as a political forum.**

6. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUJASTRO FSC
Secretary

Encs.;
As stated

Reference:
DepEd Order (No. 3, s. 2015)

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

GRADUATION
LEARNERS
POLICY
SCHOOLS

TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON _____
REGION _____
SANGAY _____
DIVISION OF _____

Division Logo

(Name of District) _____
PUROK _____
DISTRICT _____

(Name of School) _____
PAARALAN _____
SCHOOL _____

Pinatutunayan nito na si _____
This certifies that

(NAME OF LEARNER) _____
Learner Reference Number (LRN) _____

ay kasiya-siyang nakatapos ng kurikulum sa Elementarya na itinakda para sa
has satisfactorily completed the Elementary curriculum as prescribed for
Paaralang Elementarya ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
Elementary School by the Department of Education and is therefore awarded this

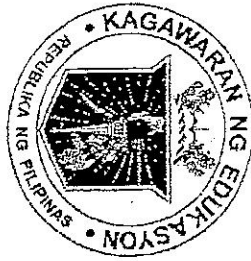
Katunayan
Certificate

Nilagdaan sa _____, Pilipinas nitong ika- _____ (date) ng _____ (month) _____ (year).
Signed at _____, Philippines on _____ (Date) _____ (Month) _____ (Year).

(Lagda/Signature) _____
Punong-Guro
Principal

(Lagda/Signature) _____
Pansangay na Tagapamamihala ng mga Paaralan,
Schools Division Superintendent

TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON _____
REGION _____
SANGAY _____
DIVISION OF _____

Division Logo

(Name of School) _____
PAARALAN
SCHOOL

Pinatunayan nito na si _____
This certifies that

(NAME OF LEARNER) _____
Learner Reference Number (LRN) _____

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos sa Junior High School na itinakda para sa
has satisfactorily completed the requirements of Junior High School prescribed for
Matlaas na Paaralan ng Kagawaran ng Republika ng Pilipinas, kaya siya'y karapat-dapat tumanggap nitong
Secondary Schools of the Republic of the Philippines, and is therefore entitled to this

Katunayan
Certificate

Nilagdaan sa _____, Pilipinas nitong ika- _____ (date) ng _____ (month) _____ (year) _____
Signed at _____, Philippines on _____ (Date) _____ (Month) _____ (Year) _____

(Lagda/Signature)
Punong-Guro
Principal

(Lagda/Signature)
Pansangay na Tagapamanahala ng mga Paaralan
Schools Division Superintendent

TEMPLATE FOR GRADE 12 DIPLOMA



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION

REHIYON _____
SANGAY _____
DIVISION OF _____

Division Logo

(Name of School) _____

PAARALAN
SCHOOL

Pinatutunayan nito na si _____

This certifies that

(NAME OF LEARNER) _____

Learner Reference Number (LRN) _____

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School

has satisfactorily completed the requirements for graduation in Senior High School

(Track and Strand) _____

Sa Mataas na Paaralan ng Kagawaran ng Republika ng Pilipinas, keya siya'y karapat-dapat tumanggap nitong
In Secondary Schools of the Republic of the Philippines, and is therefore entitled to this

Katibayan
Diploma

Nilagdaan sa _____, Pilipinas nitong ika- (date) ng _____ (month) _____ (year).

Signed at _____, Philippines on (Date) _____ (Month) _____ (Year).

(Lagda/Signature)
Punong Guro
Principal

(Lagda/Signature)
Pansangay na Tagapamantala ng mga Paaralan
Schools Division Superintendent