



March 5, 2019


Division Memorandum

No. 110, s. 2019

**SUBMISSION OF SPECIAL ORDER FOR GRADUATION FOR THE SENIOR
HIGH SCHOOL EDUCATION COURSE AND SPECIAL ORDER FOR
COMPLETION OF JUNIOR HIGH SCHOOL EDUCATION COURSE**

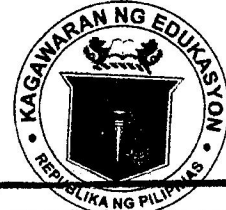
TO: All Private Secondary School Principals/Heads
Heads of Private Technical-Vocational Institutions & Private Higher Education
Institutions
Offering Junior and Senior High School Programs
All Others Concerned

1. This Office hereby disseminates Regional Memorandum No. 0119, s. 2019 dated February 28, 2019 re: **Submission of Special Order for Graduation for the Senior High School Education Course and Special Order for Completion of Junior High School Education Course**. Private schools are reminded to submit applications for Special Order for Graduation for Senior High School Education Course fifteen (15) days prior to the date of graduation.
2. For application of Junior High School Special Order for completion, private schools are also reminded to submit sixty (60) days prior to the date of completion or moving up exercise.
3. Herewith is Regional Memorandum No. 127, s. 2018 for your reference.
4. Immediate dissemination and strict compliance of this Memorandum is hereby directed.


NERI C. OJASTRO, Ed. D, CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent *rcu*

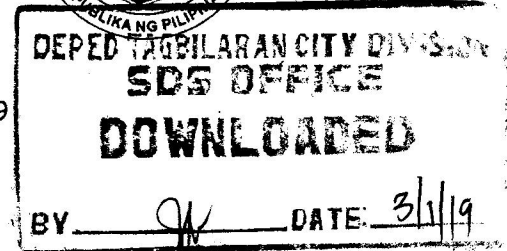


REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



February 28, 2019


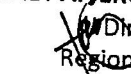
REGIONAL MEMORANDUM
No. 0119 Series of 2019



**SUBMISSION OF SPECIAL ORDER FOR GRADUATION FOR THE SENIOR HIGH SCHOOL
EDUCATION COURSE AND SPECIAL ORDER FOR COMPLETION
OF JUNIOR HIGH SCHOOL EDUCATION COURSE**

To: Schools Division Superintendents
Private Secondary School Principals/Heads
Heads of Private Technical-Vocational Institutions and Private Higher Education Institutions
Offering Junior and Senior High School Programs
All Others Concerned

1. This Regional Office reiterates the dissemination of Regional Memorandum no. 127, s. 2018 entitled "**Submission of Special Order for Graduation for the Senior High School Education Course**" for information and guidance of all concerned. Private schools are hereby reminded to submit applications for Special Order for Graduation for Senior High School Education Course **fifteen (15) days prior to the date of graduation.**
2. For applications of Junior High School Special Order for Completion, **private schools are also reminded to submit sixty (60) days prior to the date of completion or moving up exercise.**
3. Attached herewith is a copy of the said Regional Memorandum for your reference. Prompt submission of application is strictly observed.
4. Immediate and wide dissemination of this Memorandum is directed.


SALUSTIANO T. JIMENEZ, CESO VI
OIC-ASSISTANT REGIONAL DIRECTOR
JULIET A. JERUTA, PhD, CESO IV

Director IV
Regional Director

Enclosures as stated
JAJ/STJ/BDT/JKSB
QAD



REPUBLIKA NG PILIPINAS
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DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. 127, Series of 2018

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SUBMISSION OF SPECIAL ORDER FOR GRADUATION
FOR THE SENIOR HIGH SCHOOL EDUCATION COURSE

To: Schools Division Superintendents
Private School Coordinators
Private Secondary School Heads
All Others Concerned

1. Private senior high schools are hereby reminded to submit applications for Special Order for Graduation for Senior High School Education Course fifteen days prior to the date of graduation. All applications must be checked, verified and evaluated first by the Division Checking Committee and reviewed by the Quality Assurance Division in the Regional Office before these will be forwarded and approved by the Regional Director. -
2. Documentary requirements for special order for graduation are the following:
 1. Endorsement from the Schools Division Superintendent;
 2. Letter of Application/Request of the School;
 3. Registrar's Recommendation for Graduation of SHS Candidates;
 4. Form 3- Special Order Form (3 copies);
 5. Form 9- Student Evaluation Form (1 copy);
 6. Form 137- Student Permanent Record (1 copy);
 7. NSO or PSA Birth Certificate;
 8. Summer Permit (if applicable);
 9. Approved SHS Temporary/Government Provisional Permit issued by DepEd; and
 10. if alien, submit Student's Birth Certificate in a Foreign Country, Permit to Study in the Philippines, Alien Certificate of Registration and Authority for the School to Accept Foreign Student from the Bureau of Immigration.
3. Form 3 must be prepared in triplicate copies classified according to Senior High School track, strand and specialization. The Regional Office indicates the Special Order number and year and the date of issuance of Special Order in the Form 3.
4. Immediate and wide dissemination of this Memorandum is enjoined.

Juliet A. Jeruta

JULIET A. JERUTA

Director III

Officer-in-Charge

Office of the Regional Director

JAJ/BDT/jksb
QAD

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Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;
Administrative Division: (032) 414-7326; 255-1213, 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321
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"EFA 2015: Karapatan ug Lahat, Panangutanan ug Lahat"