



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Division of City Schools – Tagbilaran City

**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM

No. 054, s. 2020

February 14, 2020

SCHEDULE OF GRADUATION AND MOVING-UP CEREMONY

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Senior Education Program Specialists
 Administrative Officer V
 Planning Officer III
 Public Elementary and Secondary School Heads
 All Others Concerned

DEPED DIVISION OFFICE
 TAGBILARAN CITY
 UPLOADED
 BY: [Signature] DATE 2/14/20

1. For the information of the stakeholders of the different public elementary and secondary schools, this Office releases the schedule of graduation and moving up ceremony for Kindergarten, Grade VI, X and XII learners, to wit:

Date	Time	School	Conferring Official
April 1	8 am	Tagbilaran City Science HS	Joseph Irwin A. Lagura
	1 pm	Dr. Cecilio Putong National HS (Senior High School)	Joseph Irwin A. Lagura
	2 pm	City East ES	Elisea G. De La Torre
	2 pm	Bool ES	Aimee T. Amistoso
	2 pm	Dao ES	Marcelo K. Palispis
	2 pm	Tagbilaran City Central School SPED Center	Joseph C. Barrete
	2:30 pm	Dampas ES	Filomena C. Tanggaan
	3 pm	Booy ES	Beatriz E. Incog
	3 pm	Cabawan ES	Neolita S. Sañabia
	April 2	8 am	San Isidro NHS
9 am		San Isidro ES	Janet T. Butalid
9 am		Tagbilaran HS for the Hearing Impaired	Jovenal B. Cagas
9:30 am		Tiptip ES	Aquilino T. Milar, Jr.
1 pm		Cogon ES	Marcelo K. Palispis
2 pm		Mansasa NHS	Joseph Irwin A. Lagura
2 pm		Manga ES	Beatriz C. Luga
2 pm		Ubujan ES	Elisea G. De La Torre
2 pm		Taloto ES	Artemio B. Alo
3 pm		Booy South ES	Nenita J. Incog
3 pm	Eastern Cogon ES	Vida A. Encarquez	



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Date	Time	School	Conferring Official
April 3	8 am	Cogon HS Evening Class	Joseph Irwin A. Lagura
	8 am	Dr, Cecilio Putong National HS (Junior High School)	Marcelo K. Palispis
	9 am	Tagbilaran City Central ES	Beatriz C. Luga
	9:30 am	Mansass ES	John Ariel A. Lagura
	2 pm	Manga NHS	Joseph Irwin A. Lagura
	3 pm	Tagbilaran City Central School SPED Center – Special Science Elementary School	Alberto A. Lacang

2. Draft of programs of graduation and moving up ceremonies shall be submitted to this office on or before March 13, 2020. To make graduation and moving up ceremonies more solemn, especially in the secondary level, there will be no master of ceremonies. The graduation coordinator/s shall practice the graduation flow without a host. The following is the suggested graduation flow:

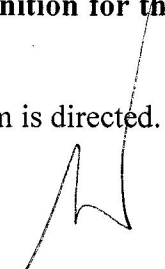
- I. Processional - The School Seal or Maze (to be carried by the Registrar or Records in Charge), The Grand Marshall and Assistant Marshall, Candidates for Completion (by section) and Graduation (by specialization) to be lead by the Section Advisers/ Specialization Teachers with or without parents/ members of the faculty, government and PTA officials, the school principal, the DepEd Conferring Official, the Commencement Speaker and the Colors
- II. Pambansang Awit/Awit sa Bohol/ Tagbilaran City Hymn- Member of the Faculty (Conducting)
- III. Ecumenical Prayer - (one Catholic / one Christian / one Islam-Candidate for Completion/Graduation)
- IV. Welcome Address – Completer with highest grade (Junior High School)
Kindergarten Completer with highest grade (Elementary) in Mother Tongue
- V. Message – Mayor John Geesnell L. Yap II
- VI. Introduction of the Commencement Speaker-
- VII. Address- (Preferably an alumnus/alumna of the school)
- VIII. Presentation of the Candidates for
 - a. Completion (JHS) a. Completion (Kindergarten)
 - b. Graduation (SHS) b. Graduation (Grade 6)

This will be done in two phases.

- IX. Confirmation of Completers and Graduates (in two phases)
- X. Awarding of the Top One Graduate/Completer (or to be done in a separate ceremonies before the graduation rites)
- XI. Valedictory Address- Top One Graduate (Grade 12) / (Grade 6)
- XII. Awarding of Diplomas/Certificates
- XIII. Awarding of Deserving Graduates/Completers (or to be done in a separate ceremonies before the graduation rites)
- XIV. Pledge of Loyalty - Completers

- XIV. Pledge of Loyalty - Completers
- XV. Pledge of Graduates - Graduates
- XVI. Completion, Graduation and Alma Mater (if there is) Song
- XVII. Closing Remarks – PTA President or/ Punong Barangay
- XVIII. Recessional

3. Pursuant to DepEd Order No.2, s. 2019, Expenses relative to the activity should be charged to the school Maintenance and Other Operating Expenses (MOOE) subject to existing guidelines. **No DepEd personnel shall be allowed to collect any kind of contribution or fee for graduation/moving up / completion ceremony.**
4. Awarding of honors to learners from Kindergarten, Grades 1 to 12 shall follow the guidelines in DO 36, s. 2016 entitled **Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.**
5. Wide dissemination of and strict compliance with this Memorandum is directed.


JOSEPH IRWIN A. LAGURA, PhD
Schools Division Superintendent 