



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. **244**, s. 2023

June 23, 2023

SCHEDULE OF GRADUATION AND MOVING-UP CEREMONY

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

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
Graduation Ceremony (Senior High School)			
July 10	2:00 p.m.	San Isidro National HS	Dr. Wilfreda D. Bongalos
July 11	8:00 a.m.	Manga National HS	Dr. Wilfreda D. Bongalos
	2:00 p.m.	Cogon HS Evening Class	Dr. Wilfreda D. Bongalos
July 12	9:00 a.m.	Mansasa National HS	Dr. Wilfreda D. Bongalos
	1:30 p.m.	Tagbilaran City Science HS	Dr. Wilfreda D. Bongalos
July 13	8:00 a.m.	Dr. Cecilio Putong National HS (Batch 1)	Dr. Wilfreda D. Bongalos
	1:00 p.m.	Dr. Cecilio Putong National HS (Batch 2)	Dr. Wilfreda D. Bongalos
Completion Ceremony (Junior High School)			
July 10	10:00 a.m.	Tagbilaran High School for the Hearing Impaired	Dr. Wilfreda D. Bongalos
July 11	2:00 p.m.	Cogon HS Evening Class	Dr. Wilfreda D. Bongalos
	2:00 p.m.	San Isidro National HS	Mr. Ernesto Q. Alas-as Jr
July 12	8:00 a.m.	Manga National HS	Mr. Ernesto Q. Alas-as Jr
	8:30 a.m.	Tagbilaran City Science HS	Dr. Filomena C. Tanggaan
	1:00 p.m.	Dr. Cecilio Putong National HS	Mr. Ernesto Q. Alas-as Jr
	2:00 p.m.	Mansasa National HS	Dr. John Ariel A. Lagura



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

Date	Time	School	Conferring Official
Graduation Ceremony (Elementary)			
July 10	8:00 a.m.	Tagbilaran City Central Elementary School	Dr. Neolita S. Sarabia
	2:00 p.m.	Manga Elementary School	Mr. Ernesto Q. Alas-as Jr.
July 11	8:30 a.m.	San Isidro Elementary School	Dr. Ma. Antonette P. Dugang
	9:30 a.m.	City East Elementary School	Mr. Ernesto Q. Alas-as Jr.
	9:30 a.m.	Ubujan Elementary School	Dr. Filomena C. Tanggaan
	1:00 p.m.	Booy South Elem. School	Dr. John Ariel A. Lagura
	2:00 p.m.	Tiptip Elementary School	Dr. Beatriz E. Incog
	2:30 p.m.	Taloto Elementary School	Dr. Nenita J. Incog
	3:00 p.m.	Bool Elementary School	Mr. Joseph C. Barrete
	3:00 p.m.	Booy Elementary School	Mr. Alberto A. Lacang
	3:00 p.m.	Eastern Cogon Elementary School	Dr. Elisa B. Geagonia
	3:30 p.m.	Dao Elementary School	Dr. Cherry Michelle F. Collyer
July 12	9:30 a.m.	Tagbilaran City Central School SPED Center	(Mrs.) Concepcion A. Tubal
	1:30 p.m.	Dampas Elementary School	Dr. Aimee T. Amistoso
	2:30 p.m.	Cogon Elementary School	Dr. Janet T. Butalid
July 13	9:00 a.m.	Mansasa Elementary School	Mr. Ernesto Q. Alas-as Jr.
	3:00 p.m.	Cabawan Elementary School	Dr. Beatriz E. Incog
Completion Ceremony (Kindergarten)			
July 10	8:30 a.m.	Cogon Elementary School	Dr. Janet T. Butalid
	9:00 a.m.	Eastern Cogon Elementary School	(Mrs.) Concepcion A. Tubal
	9:00 a.m.	Manga Elementary School	Dr. Elisa B. Geagonia
	9:00 a.m.	San Isidro Elementary School	Dr. John Ariel A. Lagura
	1:00 p.m.	Ubujan Elementary School	Dr. Filomena C. Tanggaan
July 11	8:00 a.m.	Tagbilaran City Central Elementary School	Dr. Neolita S. Sarabia
	8:30 a.m.	Booy Elementary School	Mr. Alberto A. Lacang
	8:30 a.m.	Taloto Elementary School	Dr. Elisa B. Geagonia
	8:30 a.m.	Dao Elementary School	Dr. Cherry Michelle F. Collyer
	9:00 a.m.	Bool Elementary School	Mr. Joseph C. Barrete
	9:00 a.m.	Tiptip Elementary School	Dr. Janet T. Butalid
	10:00 a.m.	Booy South Elementary School	Dr. Aimee T. Amistoso
	2:00 p.m.	City East Elementary School	Dr. Ma. Antonette P. Dugang
July 12	9:00 a.m.	Dampas Elementary School	Dr. Aimee T. Amistoso
	9:30 a.m.	Tagbilaran City Central School SPED Center	(Mrs.) Concepcion A. Tubal
July 13	2:00 p.m.	Mansasa Elementary School	Dr. Nenita J. Incog
	3:00 p.m.	Cabawan Elementary School	Dr. Beatriz E. Incog

2. Pursuant to DepEd Order No.9, s. 2023, expenses relative to the activity should be charged against the school's Maintenance and Other Operating Expenses (MOOE) subject to existing guidelines. **No DepEd personnel shall be allowed to collect any kind of contribution or graduation/moving up fee.**
3. Guidelines on awarding of honors to learners from Grade 1 to 12 as stipulated in DO No. 36, s. 2016, entitled *Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program* shall be followed.
4. Moving up or graduating rites shall be conducted in an appropriate solemn ceremony befitting the graduating students and their family and shall not be used as a political forum, in strict compliance with DO No. 48, s. 2028 entitled *Prohibition of Electioneering and Partisan Political Activity*.
4. Wide dissemination of and strict compliance with this Memorandum is directed.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 

SAMPLE GRADUATION PROGRAM

- I. Processional - The School Seal or Maze (to be carried by the Registrar or Records in Charge), The Grand 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, and the Commencement Speaker
- II. Entrance of the Colors
- III. Pambansang Awit/Awit sa Bohol/ Tagbilaran City Hymn- Member of the Faculty (Conducting)
- IV. Ecumenical Prayer - (one Catholic / one Christian / one Islam - Candidates for Completion/Graduation)
- V. Welcome Address
- VI. Message – Mayor Jane Censoria Cajes - Yap
- VII. Introduction of the Commencement Speaker-
- VIII. Address- (Preferably an alumnus/alumna of the school)
- IX. Presentation of the Candidates for Completion / Graduation
- X. Confirmation of Completers / Graduates
- XI. Message – Dr. Wilfreda D. Bongalos CESO V
Schools Division Superintendent
- XII. Awarding of Diplomas / Certificates
- XIII. Valedictory Address- Top One Graduate (Grade 12) / (Grade 6)
- XIV. Awarding of Deserving Graduates/Completers
- XV. Pledge of Loyalty
- XVI. Alumni Pledge – President, Alumni Associatio
- XVII. Completion, Graduation and Alma Mater (if there is) Song
- XVIII. Closing Remarks – PTA President or/ Punong Barangay
- XIX. Recessional