



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**Office of the Schools Division  
Superintendent**

April 29, 2024

DIVISION MEMORANDUM  
No. 325 s. 2024

**GUIDELINES FOR THE 2024 END OF SCHOOL YEAR-END RITES IN  
TAGBILARAN CITY DIVISION**

To: OIC, Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Division Unit Heads and Personnel  
Elementary and Secondary School Principals  
Elementary and Secondary Teachers  
All Others Concerned

1. With reference to DepEd Order No. 3 s 2024 titled Amendment to DO 22 s 2023 re *Implementing Guidelines on the School Calendar and Activities for the School Year 2023 - 2024*, this Office re-iterates that DepEd moved the End of SY 2023-2024 to May 31, 2024, while the EOSY Break will now be from June 1 to July 26, 2024. Accordingly, the Fourth Quarter Exam will be on May 20-22, 2024, for graduating learners and May 22 -23, 2024 for non-graduating learners.
2. The Department of Education re-iterates the following policies:
  - a. Discouraging the excessive spending, extravagant attire or extraordinary venue for the conduct of the end of school year-end rites;
  - b. DO No. 66, s. 2017, titled Implementing Guidelines on the Conduct of Off-Campus Activities;
  - c. DO No. 31, s. 2019 titled The Department of Education Service Marks and Visual Identity Manual;
  - d. DO No. 36, s. 2016 titled Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program;
  - e. DO No. 48, s. 2018 titled Prohibition of Electioneering and Partisan Political Activity; and
  - f. Prohibiting any DepEd personnel to collect any kind of contribution or graduation/moving up fee.



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3. A schedule for the conduct of the End of School Year-end Rites and Suggested Program Flow are enclosed in this memorandum (Enclosure No. 1 re 2024 Schedule of Year-end Rites for Public Elementary and Secondary Schools with the SDS' Representative and Enclosure 2 re Suggested Program Flow) . The DepEd official/s who is/are designated to represent the Schools Division Superintendent (SDS) in the schools during the End of School Year-end Rites shall serve as the confirming official likewise the monitoring official. School principals and Officer-in-charge are advised to closely coordinate with the division as to their venues and dress code for the occasion.

4. Furthermore, the schedule for the school-based checking of learners' scholastic records for graduating learners will be on May 27-28, 2024, and July 4-5, 2024, for the non-graduating learners. The division checking of all school forms will be announced on a separate memorandum.

5. For immediate dissemination and strict compliance.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 

**2024 Schedule of Year-end Rites for Public Elementary and Secondary Schools with the SDS' Representative**

<b>Name of School</b>	<b>Date</b>	<b>Time</b>	<b>Type of Year End Rites</b>	<b>SDS' Representative</b>
<b>Elementary</b>				
1. Bool ES	May 30, 2024	2:00 PM	Graduation	Dr. Ma. Antonette P. Dugang
2. Booy Main ES	May 30, 2024	3:00 PM	Graduation	Mr. Alberto A. Lacang
3. Booy South	May 30, 2024	9:00 AM	Graduation	Dr. Neolita S. Sarabia
4. Cabawan ES	May 29, 2024	2:00 PM	Graduation	Dr. Beatriz E. Incog
5. City East ES	May 29, 2024	2:00 PM	Graduation	Dr. Ma. Antonette P. Dugang and Dr. and Liza E. Maquiling
6. Cogon ES	May 30, 2024	2:00 PM	Graduation	Mrs. Concepcion A. Tubal and Dr. Liza E. Maquiling
7. Dampas ES	May 29, 2024	2:00 PM	Graduation	Dr. Aimee T. Amistoso
8. Dao ES	May 30, 2024	9:00 AM	Graduation	Dr. Aimee T. Amistoso
9. Eastern Cogon ES	May 29, 2024	2:00 PM	Graduation	Mrs. Concepcion A. Tubal
10. Manga ES	May 29, 2024	10:00 AM	Graduation	Dr. Elisa B. Geagonia
11. Mansasa ES	May 29, 2024	2:00 PM	Graduation	Dr. John Ariel A. Lagura
12. San Isidro ES	May 30, 2024	3:00 PM	Graduation	Dr. Beatriz E. Incog
13. TCCES - Regular	May 29, 2024	8:00 AM	Graduation	Dr. Wilfreda D. Bongalos and Dr. Esther L. Cagas
14. TCCES – SPED Center	May 29, 2024	8:00 AM	Graduation	Dr. John Ariel A. Lagura and Mrs. Concepcion A. Tubal
15. Taloto ES	May 29, 2024	1:00 PM	Graduation	Mr. Alberto A. Lacang
16. Tiptip ES	May 29, 2024	3:00 PM	Graduation	Ms. Maurine C. Castaño
17. Ubujan ES	May 30, 2024	2:00 PM	Graduation	Dr. Elisa B. Geagonia



<b>Secondary</b>				
1. Cogon National HS	May 30, 2024	1:00 PM 3:00 PM	Moving -Up Graduation	Dr. Wilfreda D. Bongalos , Dr. Esther L. Cagas and Dr. Filomena C. Tanggaan
2. Dr. Cecilio Putong NHS – JHS	May 30, 2024	8:00 AM- 12:00 NN 1:00 PM – 5:00 PM	Moving – Up (2 batches)	Dr. Cherry Michelle Collyer (whole day) , Dr. Elisa B. Geagonia (AM only) and Dr. Neolita Sarabia (PM only)
3. Dr. Cecilio Putong NHS – SHS	May 30, 2024	8:00 AM- 12:00 NN 1:00 PM – 5:00 PM	Graduation (2 batches)	Dr. Janet T. Butalid , Dr. Nenita J. Incog, Mr. Joseph C. Barrete (A.M. only) and Dr. Liza E. Maquiling
4. Manga NHS	May 30, 2024	9:00 AM	Graduation	Dr. Wilfreda D. Bongalos and Dr. Ma. Antonette P. Dugang
		1:00 PM	Moving -Up	Ms. Maurine C. Castaño and Dr. Filomena C. Tanggaan
5. Mansasa NHS	May 29, 2024	10:00 AM	Moving – Up	Dr. Janet T. Butalid and Dr. Nenita J. Incog
		2:00 PM	Graduation	
6. San Isidro NHS	May 30, 2024	9:00 AM	Graduation	Dr. John Ariel A. Lagura and Dr. Rosene D. Olaivar
		2:00 PM	Moving -Up	Mr. Joseph C. Barrete
7. Tagbilaran City Science HS	May 31, 2024	9:00 AM	Moving - Up	Dr. John Ariel A. Lagura and Dr. Rosene D. Olaivar
		2:00 PM	Graduation	Ms. Maurine C. Castaño
8. Tagbilaran High School for the Hearing Impaired	May 29, 2024	2:00 PM	Moving -Up	Dr. Filomena C. Tanggaan

**Suggested Program Flow**

- I. Processional
  - The School Seal (*to be carried by the Registrar or Records in Charge*)
  - The Grand Marshall and Assistant Marshall
  - Candidates for Completion with parents/guardians to be led by the Section Advisers
  - Members of the Faculty
  - Government and PTA officials
  - The School Principal
  - The DepEd Conferring Official
  - The Guest Speaker
  - The Colors
  
- II. Pambansang Awit, Awit sa Bohol and Tagbilaran City Hymn
  
- III. Ecumenical Prayer (*A Catholic, Christian, Islam Candidate for Completion/Graduation*)
  
- IV. DepEd Quality Management System Policy Statement
  
- V. Welcome Address  
Completer /Graduate with highest grade
  
- VI. Message  
**Hon. Jane Censoria C. Yap**  
*Mayor, City of Tagbilaran*
  
- VII. Introduction of the Commencement/ Key Note Speaker
- VIII. Key Note Speech
- IX. Presentation of the Candidates for Completion
- X. Confirmation of Completers / Graduates
- XI. Awarding of Certificates / Diploma (and Medals for Honor Students)  
*To be awarded by Schools Division Superintendent*  
*To be assisted by School Principal/ OIC*
  
- XII. Pledge of Loyalty – Completers/Graduates led by the  
2<sup>nd</sup> Highest Grade Pointer
  
- XIII. Singing of School Hymn
- XIV. Closing Remarks by the *PTA President*
- XV. Recessional (sequence is reverse of the processional)