



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

**Office of the Schools Division
Superintendent**

May 15, 2024

DIVISION MEMORANDUM
No. 348 s. 2024

**CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 325, S. 2024
TITLED 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 Division Memorandum No. 325, s. 2024, dated April 29, 2024, titled "GUIDELINES FOR THE 2024 END OF SCHOOL YEAR-END RITES IN TAGBILARAN CITY DIVISION," this Office hereby announces changes in the time slots and deployment of Division Personnel for some schools concerning the conduct of the End-of-School-Year Rites. Additionally, the venues for these activities have been updated for the guidance of guests and participants. The corrected program flow for the End-of-School-Year Rites is also provided. Please refer to the following enclosures for detailed information:

Enclosure 1: 2024 Schedule and Venue of Year-end Rites for Public Elementary and Secondary Schools with the SDS' Representative.

Enclosure 2: Suggested Program Flow of the End-of-School-Year Rites.

2. All provisions of the earlier memorandum remain in effect.
3. For immediate dissemination and strict compliance.

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Schools Division Superintendent



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Enclosure No. 1

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

Name of School	Date	Time	Type of Year End Rites	Venue	SDS' Representative
Elementary					
1. Bool ES	May 30, 2024	2:00 PM	Graduation	Bool ES Covered Court	Dr. Ma. Antonette P. Dugang
2. Booy Main ES	May 30, 2024	3:00 PM	Graduation	Brgy. Booy Covered Court	Mr. Alberto A. Lacang
3. Booy South	May 30, 2024	9:00 AM	Graduation	Booy South ES Covered Court	Dr. Neolita S. Sarabia
4. Cabawan ES	May 29, 2024	2:00 PM	Graduation	Brgy. Cabawan Covered Court	Dr. Beatriz E. Incog
5. City East ES	May 29, 2024	2:00 PM	Graduation	City East ES Covered Court	Dr. Ma. Antonette P. Dugang and Dr. and Liza E. Maquiling
6. Cogon ES	May 30, 2024	2:00 PM	Graduation	Cogon ES AV Hall	Mrs. Concepcion A. Tubal and Dr. Liza E. Maquiling
7. Dampas ES	May 29, 2024	2:30 PM	Graduation	Dampas ES Covered Court	Dr. Aimee T. Amistoso
8. Dao ES	May 30, 2024	9:00 AM	Graduation	Dampas ES Covered Court	Dr. Aimee T. Amistoso
9. Eastern Cogon ES	May 29, 2024	2:00 PM	Graduation	ECES Covered Court	Mrs. Concepcion A. Tubal
10. Manga ES	May 29, 2024	3:00 PM	Graduation	Manga ES Covered Court	Dr. Elisa B. Geagonia
11. Mansasa ES	May 29, 2024	2:00 PM	Graduation	Mansasa ES Covered Court	Dr. John Ariel A. Lagura
12. San Isidro ES	May 30, 2024	1:00 PM	Graduation	San Isidro ES Covered Court	Dr. Beatriz E. Incog
13. TCCES - Regular	May 29, 2024	8:00 AM	Graduation	TCCES Covered Court	Dr. Wilfreda D. Bongalos and Dr. Esther L. Cagas

14. TCCES – SPED Center	May 30, 2024	3:00 PM	Graduation	TCCES Covered Court	Mrs. Concepcion A. Tubal
15. Taloto ES	May 29, 2024	2:00 PM	Graduation	Brgy. Taloto Covered Court	Mr. Alberto A. Lacang
16. Tiptip ES	May 29, 2024	3:00 PM	Graduation	Brgy. Tiptip Covered Court	Ms. Maurine C. Castaño
17. Ubujan ES	May 30, 2024	2:00 PM	Graduation	Ubujan ES Covered Court	Dr. Elisa B. Geagonia
Secondary					
1. Cogon National HS	May 30, 2024	1:00 PM 3:00 PM	Moving -Up Graduation	Brgy. Cogon Covered Court	Dr. Wilfreda D. Bongalos and Dr. Esther L. Cagas
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)	DCPNHS Gymnasium	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)	Bohol Cultural Center	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	Manga National High School Covered Court	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	HNU High School Department Gym	Dr. Janet T. Butalid and Dr. Nenita J. Incog
		2:00 PM	Graduation		
6. San Isidro NHS	May 30, 2024	9:00 AM	Graduation	San Isidro NHS Covered Court	Dr. John Ariel A. Lagura and Dr. Rosene D. Olaivar
		2:00 PM	Moving -Up		Mr. Joseph Barrete
7. Tagbilaran City Science HS	May 31, 2024	9:00 AM	Moving - Up	Bohol Cultural Center	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	9:00 AM	Moving -Up	HI Bldg, DCPNHS Main Campus	Dr. Filomena C. Tanggaan

Suggested Program Flow of the End of School Year-end Rites

- I. Processional
 - The School Seal (*to be carried by the Registrar or Records in Charge*)
 - The Grand Marshall and Assistant Marshall
 - Candidates for Moving -Up/Completion/Graduation 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 (To be led by a teacher)
- V. Welcome Address
Completer / Graduate with highest grade
- VI. Message
Hon. Jane C. Yap
Mayor, City of Tagbilaran
- VII. Introduction of the Commencement/ Key Note Speaker
- VIII. Key Note Speech
- IX. Presentation of Plaque of Appreciation to the Key Note Speaker
- X. Presentation of the Candidates for Completion
- XI. Confirmation of Completers / Graduates
- XII. Awarding of Certificates / Diploma (and Medals for Honor Students)
To be awarded by Schools Division Superintendent

To be assisted by School Principal/ OIC
- XIII. Words of Gratitude/ Valedictory Address (Top 1 Completer/Graduate)
- XIV. Pledge of Loyalty – Completers/Graduates led by the
2nd Highest Grade Pointer
- XV. Singing of School Hymn
- XVI. Closing Remarks by the *PTA President*
- XVII. Recessional (sequence is reverse of the processional)