



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

**Office of the Schools Division
Superintendent**

February , 2025

DIVISION MEMORANDUM
No. 110 s. 2025

**GUIDELINES FOR THE 2025 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. 009 s 2024 titled *Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025*, this Office reiterates that DepEd moved the End of SY 2024-2025 to **April 15, 2025**, In accordance with RA 7797 also known as an Act to Lengthen the School calendar from 200 days to 220 class as amended by RA 11480. An Act Amending Section 3 of RA 7797 which provides that the school year shall start on the First Monday of June but not later than the last day of August, the SY 2024-2025 shall formally open on Monday **July 29, 2024** and end on Tuesday **April 15, 2025**, including the Midyear Break and End of School Year and End of School Year (EOSY) Rites.
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.

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 2025 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 April 7 - 8 , 2024 and April 21-22, 2025 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

Enclosure No. 1

2025 Schedule of Year-end Rites for Public Elementary and Secondary Schools with the SDS' Representative

Name of School	Date	Time	Venue	Type of Year End Rites	SDS' Representative
Elementary					
1. Bool ES	April 14, 2025	8:00 AM	Bool ES Covered Court	Moving -Up	Dr. Ma. Antonette P. Dugang and Dr. Liza E. Maquiling
		10:00 AM		Recognition Rites	
		1:30 PM		Graduation	
2. Booy Main ES	April 14, 2025	8:30 AM	Booy Main ES Covered Court	Moving-Up	Mr. Alberto A. Lacang
		3:30 PM		Graduation	
3. Booy South	April 14, 2025	9:00 AM	Booy South ES	Graduation	Dr. Neolita S. Sarabia
		2:00 PM		Moving -up	
4. Cabawan ES	April 15, 2025	9:30 AM	Cabawan ES Covered Court	Moving -Up and Graduation	Dr. Beatriz E. Incog
5. City East ES	April 14, 2025	9:00 AM	City East ES Covered Court	Completion Rites	Dr. Juanita C. Lafuente
		2:00 PM		Graduation	
6. Cogon ES	April 14, 2025	9:00 AM	Cogon ES Audio Visual Hall	Completion	Dr. Aimee T. Amistoso
	April 15, 2025	2:00 PM		Graduation	Dr. Ma. Antonette P. Dugang and Dr. Liza E. Maquiling
7. Dampas ES	April 14, 2025	9:00 AM	Dampas ES Covered Court	Moving - Up	Dr. Aimee T. Amistoso
		2:00 PM		Graduation	
8. Dao ES	April 15, 2025	1:30 PM		Moving -Up and Graduation	Dr. Aimee T. Amistoso
9. Eastern Cogon ES	April 14, 2025	7:30 AM	Eastern Cogon ES	Moving Up	Dr. Junicel T. Mancha
		2:00 PM		Graduation	

10. Manga ES	April 15, 2025	7:00 AM	Manga ES Covered Court	Kinder Moving Up	Dr. Elisa B. Geagonia
		9:30 AM		Recognition Rites	
		2:00 PM		Graduation	
11. Mansasa ES	April 15, 2025	8:00 AM	Mansasa ES Covered Court	Moving -up	Dr. John Ariel A. Lagura
		1:00 PM		Graduation	Dr. Rosene D. Olaivar
12. San Isidro ES	April 14, 2025	3:00 PM	San Isidro ES Covered Court	Moving Up	Dr. Beatriz E. Incog
	April 15, 2025	9:00 AM		Graduation	
		1:00 PM		Recognition Rites	
13. TCCES - Regular	April 14, 2025	8:00 AM	TCCES Covered Court	Graduation of Grade 6 Regular Classes	Dr. Wilfreda D. Bongalos Ms. Maurine C. Castaño
		1:30 PM		Graduation of Kinder	
	April 15, 2025	1:00 PM	TCCES Audio Visual Hall	Graduation of Grade 6 Special Program in Science	Dr. Junicel T. Mancha
14. TCCES – SPED Center	April 15, 2025	10:00 AM	TCCES Audio Visual Hall	Graduation of Grade 6; Completion Rites for Grade 10, Transition and Kinder	Dr. John Ariel A. Lagura and Dr. Rosene D. Olaivar
15. Taloto ES	April 15, 2025	9:30 AM	Taloto ES Covered Court	Kinder Moving up	Ms. Maurine C. Castaño
		2:00 PM		Graduation	
16. Tiptip ES	April 14, 2025	8:30 AM	Tiptip ES Covered Court	Graduation	Dr. Beatriz Incog
		1:30 PM		Kinder Moving -Up	Dr. John Ariel A. Lagura and Dr. Rosene D. Olaivar
17. Ubujan ES	April 14, 2025	2:00 PM	Ubujan Elementary School Covered Courts	Graduation	Dr. Elisa B. Geagonia
	April 15, 2025	8:30 AM		Moving Up Ceremony	

Secondary					
1. Cogon National HS	April 14, 2025	1:30 PM	Cogon Gym	Moving -Up Graduation	Dr. Wilfreda D. Bongalos Emily L. Acabo
2. Dr. Cecilio Putong NHS – JHS	April 15, 2025	8:00 AM (1 st Batch) 1:00 PM (Second Batch)		Moving – Up (2 batches)	Dr. Cherry Michelle Collyer and Dr. Esther L. Cagas
3. Dr. Cecilio Putong NHS – SHS	April 14, 2025	1:00 PM	Barder Gym, HNU, Janssen Heights, Tagbilaran City	Graduation	Dr. Janet T. Butalid, Dr. Mr. Joseph C. Barrete and Dr. Liza E. Maquiling
	April 15, 2025	8:00 AM	City Jail, San Isidro Tagb. City	ALS City Jail Graduation	Dr. Janet T. Butalid
		1:30 PM	Provincial Jail, San Isidro Tagb. City	ALS BDJ Graduation	Dr. Neolita S. Sarabia
4. Manga NHS	April 14, 2025	8:00 AM	Manga NHS Covered Court	Graduation	Mr. Joseph C. Barrete and Dr. Filomena C. Tanggaan
		1:30 PM		Moving -Up	
5. Mansasa NHS	April 14, 2025	9:00 AM	Jj's Seafoods Village	Moving – Up	Dr. Nenita J. Incog
		2:00 PM		Graduation	
6. San Isidro NHS	April 15, 2025	1:30 PM	San Isidro NHS Covered Court	Moving -Up	Dr. Janet T. Butalid
				Graduation	
7. Tagbilaran City Science HS	April 15, 2025	8:00 AM	Bohol Cultural Center	Moving - Up	Dr. Wilfreda D. Bongalos Dr. Filomena C. Tanggaan
		1:00 PM		Graduation	

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. Giving of Plaque of Appreciation to 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. Pledge of Loyalty – Completers/Graduates led by the
2nd Highest Grade Pointer

- XIV. Singing of School Hymn

XV. Closing Remarks by the *PTA President*

XVI. Recessional (sequence is reverse of the processional)