



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

**Office of the Schools Division  
Superintendent**

April 4, 2025

DIVISION MEMORANDUM  
No. 209 s. 2025

**DEPLOYMENT OF SDO – TAGBILARAN PERSONNEL AND UNIFIED PROGRAM FLOW  
DURING THE 2025 END OF SCHOOL YEAR - END RITES**

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. In reference to DM No.193 s. 2025 titled Conduct of the K-to-12 Basic Education Program End of School Year Rites for the School Year 2024-2025 and DM No. 110 s 2025 Guidelines for the 2025 End of School Year-end Rites in Tagbilaran City Division and in order to ensure proper representation of the Department of Education and the smooth execution of the event , this Office hereby announces the updated deployment of SDO Tagbilaran Personnel along with a unified program flow for the conduct of the 2025 End of School Year- end Rites which is set to happen on April 14 -15, 2025. Please refer to Enclosures 1 and 2 for further details.
2. The DepEd official(s) designated to represent the Schools Division Superintendent (SDS) at the schools during the End of School Year-end Rites shall serve as the confirming official likewise the monitoring official(s). School principals are advised to closely coordinate with the division as to their venues and dress code for the occasion. Additionally, they must maintain regular communication with the SDO for any updates.
3. For immediate dissemination and strict compliance.

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



Address: H. Zamora St., Dampas, 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

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
<b>Elementary Category</b>					
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. Aquilino T. Milar Jr., JD
	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	Dao Covered Court	Moving Up and Graduation	Dr. Aimee T. Amistoso
9. Eastern Cogon ES	April 14, 2025	7:30 AM	Eastern Cogon ES Covered Court	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	Moving -up	Dr. Nenita J. Incog
		1:00 PM		Graduation	

			Covered Court		
12. San Isidro ES	April 14, 2025	9:30 AM	San Isidro ES Covered Court	Moving Up	Dr. Beatriz E. Incog
		1:00 PM		Graduation	
	April 15, 2025	8:00 AM	Recognition Rites		
13. TCCES - Regular	April 14, 2025	8:00 AM	TCCES Covered Court	Graduation of Grade 6 Regular Classes	Dr. Wilfreda D. Bongalos and Dr. Rosene D. Olaivar
		1:30 PM		Graduation of Kinder	Dr. Aquilino T. Milar Jr., JD
	April 15, 2025	1:00 PM	TCCES Audio Visual Hall	Graduation of Grade 6 Special Program in Science	Dr. Aquilino T. Milar Jr., JD
14. TCCES - SPED Center	April 15, 2025	10:00 AM	TCCES Audi 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	Mr. Alberto A. Lacang
		2:00 PM		Graduation	Ms. Maurine C. Castaño
16. Tiptip ES	April 14, 2025	8:30 AM	Brgy. Tiptip Covered Court	Graduation	Dr. John Ariel A. Lagura and Mrs. Emily L. Acabo
		1:30 PM		Kinder Moving -Up	
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	Mr. Joseph C. Barrete
<b>SECONDARY LEVEL</b>					
1. Cogon National HS	April 14, 2025	8:00 AM	Cogon NHS Covered Court	Moving -Up Graduation	Dr. Esther L. Cagas
		1:00 PM		Graduation	Dr. Wilfreda D. Bongalos, Dr. Rosene D. Olaivar and Dr. Esther L. Cagas

2. Dr. Cecilio Putong NHS – JHS	April 14, 2025	8:00 AM (1 <sup>st</sup> Batch) 1:00 PM (Second Batch)		Moving – Up (2 batches)	Dr. Cherry Michelle Collyer and Ms. Maurine C. Castaño
3. Dr. Cecilio Putong NHS – SHS	April 14, 2025	1:00 PM	Barder Gym, HNU, Janssen Heights, Tagbilaran City	Graduation	Dr. Janet T. Butalid and Mr. Joseph C. Barrete
	April 15, 2025	8:00 AM	City Jail, San Isidro Tagb. City	ALS City Jail Graduation	Dr. Janet T. Butalid and Mrs. Elizabeth R. Escolano
		1:30 PM	Provincial Jail, San Isidro Tagb. City	ALS BDJ Graduation	Dr. Neolita S. Sarabia and Mrs. Elizabeth R. Escolano
4. Manga NHS	April 14, 2025	8:00 AM	Manga NHS Covered Court	Graduation	Mr. Joseph C. Barrete (Morning only) 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. Cherry Michelle Collyer and Dr. Filomena C. Tanggan
		1:00 PM		Graduation	

### **Suggested Program Flow 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 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, Bagong Pilipinas Hymn, 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  
DepEd Personnel
- V. Welcome Address  
Completer / Graduate with highest grade
- VI. Introduction of the Commencement/ Key Note Speaker
- VII. Key Note Speech
- VIII. Giving of Plaque of Appreciation to Key Note Speaker
- IX. Presentation of the Candidates for Completion/ Graduation
- 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)