



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

**Office of the Schools Division
Superintendent**

March 2 , 2026

DIVISION MEMORANDUM
No. **181** _s. 2026

**GUIDELINES FOR THE 2026 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. Pursuant to **DepEd Order No. 012, s. 2025**, re: Multi-Year Implementing Guidelines on the School Calendar and Activities, this Office reiterates that the Department of Education has scheduled **March 30 and 31, 2026** as the official dates for the conduct of the School Year-End Rites for School Year 2025–2026.
2. In the conduct of the School Year-End Rites, the Department of Education reiterates adherence to the following policies and guidelines:
 - a. The discouragement of excessive spending, extravagant attire, and the use of extraordinary venues during the conduct of year-end rites;
 - b. DepEd Order No. 66, s. 2017, titled *Implementing Guidelines on the Conduct of Off-Campus Activities*;
 - c. DepEd Order No. 31, s. 2019, titled *The Department of Education Service Marks and Visual Identity Manual*;
 - d. DepEd Order No. 36, s. 2016, titled *Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program*;
 - e. DepEd Order No. 48, s. 2018, titled *Prohibition of Electioneering and Partisan Political Activity*; and
 - f. The prohibition against any DepEd personnel collecting any form of contribution or graduation/moving-up fee from learners or parents.

3. The schedule for the conduct of the School Year-End Rites and the Suggested Program Flow are enclosed in this Memorandum (Enclosure No. 1: *Schedule of Year-End Rites for Public Elementary and Secondary Schools*; Enclosure No. 2: *Suggested Program Flow*).

The DepEd official(s) designated to represent the Schools Division Superintendent (SDS) during the School Year-End Rites shall serve as the confirming and monitoring official(s). School principals and Officers-in-Charge are advised to closely coordinate with the Division Office regarding their respective venues and prescribed dress code for the occasion.

4. The schedule for the division checking of learners' scholastic records is as follows:

A. March 17, 2026 – Graduating learners

- High School: Dr. Cecilio Putong National High School – Main Campus Library
- Elementary: Tagbilaran City Central Elementary School Audio Visual Hall

B. May 4–8, 2026 – Non-graduating learners

- Same identified checking venues per learning stage

It is understood that prior to the Division-level checking, all learners' scholastic records must have undergone thorough pre-checking at the school level. The schedule for the Division checking of all school forms shall be announced in a separate Memorandum.

5. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

**2026 Schedule of Year-end Rites for Public Elementary
And Secondary Schools**

Name of School	Date	Time	Venue	Attire	Type of Year End Rites	SDS' Representative
Elementary						
1. Bool ES	March 30, 2026	8:00 AM	Bool ES Covered Court	Filipiñana	Moving -Up	Dr. Elisa B. Geagonia
		1:30 PM			Graduation	Dr. John Ariel A. Lagura
2. Booy Main ES	March 31, 2026	8:30 AM	Booy Main ES Covered Court	TBD	Moving-Up	Dr. Aimee T. Amistoso
		2:30 PM			Graduation	
3. Booy South	March 30, 2026	9:00 AM	Booy South ES	Filipiñana	Moving-Up	Dr. Juanita C. Lafuente
		2:30 PM			Graduation	Dr. Aimee T. Amistoso
4. Cabawan ES	March 31, 2026	2:00 PM	Cabawan ES School Grounds	Sunday's Best	Moving -Up and Graduation	Dr. Neolita S. Sarabia
5. City East ES	March 30, 2026	8:00 AM	City East ES Covered Court	Filipiñana	Moving -Up and Recognition Rites	Dr. Cherry Michelle F. Collyer and Dr. Esther L. Cagas
		2:00 PM			Graduation	Dr. Esther L. Cagas
6. Cogon ES	March 30, 2026	8:00 AM	Cogon ES Audio Visual Hall	Filipiñana	Moving- Up	Dr. Aquilino T. Milar Jr.
		2:00 PM			Graduation	Dr. Cherry Michelle F. Collyer
7. Dampas ES	March 30, 2026	8:30 AM	Dampas ES Covered Court	Filipiñana	Moving - Up	Dr. Nenita J. Incog
		2:30 PM			Graduation	
8. Dao ES	March 31, 2026	8:30 AM	Dao Covered Court	TBA	Moving-Up	Dr. Nenita J. Incog
		2:00 PM			Graduation	
9. Eastern Cogon ES	March 30, 2026	8:00 AM	Eastern Cogon Covered Court	Filipiñana	Moving- Up	Dr. Rosene D. Olaivar
		2:30 PM			Graduation	Dr. Elisa B. Geagonia

10. Manga ES	March 30, 2026	7:00 AM	Manga ES Covered Court	Filipiñana inspired or with bolero	Moving- Up	Dr. Maria Antonette P. Dugang
		2:00 PM			Graduation	
11. Mansasa ES	March 30, 2026	8:30 AM	Mansasa ES Covered Court	Filipiñana	Moving -up	Mr. Alberto A. Lacang
		1:00 PM			Graduation	Dr. Juanita C. Lafuente
12. San Isidro ES	March 31, 2026	7:30 AM	San Isidro ES Covered Court	Sunday's Best	Moving Up	Mr. Alberto A. Lacang
		10:00 AM			Graduation	
13. TCCES – Regular & SPS	March 30, 2026	8:30 AM	TCCES Covered Court	Filipiñana	Graduation (Regular)	Dr. Wilfreda D. Bongalos and Ms. Maurine C. Castaño
		1:30 PM			Moving- Up	Mrs. Emily L. Acabo
	March 31, 2026	1:30 PM	TCCES Audio Visual Hall	Filipiñana	Graduation (SPS)	Dr. Wilfreda D. Bongalos and Dr. Juanita C. Lafuente
14. TCCES – SPED Center	March 30, 2026	1:00-5:00 PM	TCCES Audio Visual Hall	Sunday's Best/ Filipiñana	Graduation of Grade 6; Completion Rites for Grade 10, Transition and Kinder	Dr. Liza E. Maquiling
15. Taloto ES	March 30, 2026	8:00 AM	Taloto ES Covered Court	Sunday's Best	Moving up	Dr. Aimee T. Amistoso
		10:00 AM			Graduation	
16. Tiptip ES	March 30, 2026	8:30 AM	Tiptip ES Covered Court	Filipiñana	Moving-Up	Dr. John Ariel A. Lagura
		2:00 PM			Graduation	Dr. Aquilino T. Milar, Jr.
17. Ubujan ES	March 31, 2026	9:30 AM	Ubujan Elementary School Covered Courts	Filipiñana	Graduation & Moving- Up Ceremony	Mr. Joseph C. Barrete
Highschool						
1. Cogon National HS	March 30, 2026	1:30 PM	Brgy. Cogon Gym	Filipiñana	Moving –Up & Graduation	Dr. Wilfreda D. Bongalos and Dr. Junicel T. Mancha

2.	Dr. Cecilio Putong NHS – JHS	March 30, 2026	Whole day	Barder Gym, , HNU, Janssen Heights , Tagbilaran City	Filipiñana	Moving – Up (2 batches)	Dr. Janet T. Butalid and Mr. Joseph C. Barrete
3.	Dr. Cecilio Putong NHS – SHS	March 30, 2026	1:00 PM	Bohol Cultural Center	Filipiñana	Graduation	Ms. Maurine C. Castaño and Dr. Neolita S. Sarabia
		March 31, 2026	8:00 AM	City Jail, San Isidro Tagb. City	Biege Sunday's Best	ALS BDJ Graduation	Dr. Neolita S. Sarabia and Ms. Elizabeth R. Escolano
			1:00 PM	Provincial Jail, San Isidro Tagb. City	Biege Sunday's Best	ALS City Jail Graduation	Dr. Janet T. Butalid and Dr. Elisa B. Geagonia
		March 28, 2026	1:00 PM	Tagbilaran City Hall Atrium	Biege Sunday's Best	Graduation and Recognition ALS Regular	Dr. Janet T. Butalid and Ms. Elizabeth R. Escolano
4.	Manga NHS	March 30, 2026	8:30 AM	Manga NHS Covered Court	Filipiñana	Moving-Up	Dr. Beatriz E. Incog and Dr. Filomina C. Tanggaan
			1:00 PM			Graduation	
5.	Mansasa NHS	March 29, 2026	Whole day	Bohol Cultural Center	Filipiñana	Moving – Up & Graduation	Dr. John Ariel A. Lagura with Dr. Maria Antonette P. Dugang (AM) and Dr. Beatriz E. Incog (PM)
6.	San Isidro NHS	March 30, 2026	1:00 PM	San Isidro NHS Covered Court	Filipiñana	Moving –Up & Graduation	Mr. Alberto A. Lacang
7.	Tagbilaran City Science	March 31, 2026	8:00 AM	Bohol Cultural Center	Filipiñana	Moving – Up	Ms. Maurine C. Castaño

HS		1:00 PM			Graduation	Dr. Wilfreda D. Bongalos and Dr. Cherry Michelle F. Collyer
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Enclosure No. 2

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, Bagong Pilipinas Hymn, Awit sa Bohol and Tagbilaran City Hymn
- III. DepEd Quality Policy Statement
- IV. Ecumenical Prayer (*A Catholic, Christian, Islam Candidate for Completion/Graduation*)
- V. DepEd Quality Management System Policy Statement
- VI. Welcome Address
Completer / Graduate with highest grade
- VII. Message
Hon. Jane Censoria C. Yap
Mayor, City of Tagbilaran
- VIII. Introduction of the Commencement/ Key Note Speaker- 2nd Highest Grade Pointer
- IX. Key Note Speech
- X. Giving of Plaque of Appreciation to Key Note Speaker
- XI. Presentation of the Candidates for Completion

- XII.** Confirmation of Completers / Graduates *by the Schools Division Superintendent or her representative*
- XIII.** Awarding of Certificates / Diploma (and Medals for Honor Students)
To be awarded by Schools Division Superintendent

To be assisted by School Principal/ OIC
- XIV.** Pledge of Loyalty – Completers/Graduates led by the
3rd Highest Grade Pointer
- XV.** Singing of School Hymn
- XVI.** Closing Remarks by the *PTA President*
- XVII.** Recessional (sequence is reverse of Processional)