



DIVISION MEMORANDUM

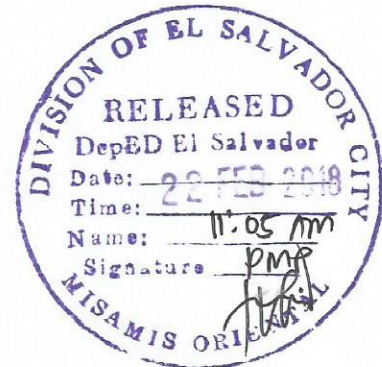
No. Cel, s. 2018

To: EDUCATION PROGRAM SUPERVISOR
ELEMENTARY SCHOOL HEADS
SECONDARY SCHOOL HEADS

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: SCHEDULE AND POLICY OF THE CONDUCT OF END-OF-SCHOOL-YEAR RITES

Date: February 22, 2018



1. The following are the graduation schedule of the different schools in the Division:

SCHOOL	DATE	TIME	CONFIRMING OFFICER
1.AMOROS E/S	04-02-18	8:00-10:00 AM	MANNY A. JANUBAS
2.ULALIMAN E/S	04-02-18	8:00-10:00	GRACE P. PACULBA
3.KIBONBON E/S	04-02-18	8:00-10:00	BALVE G. GRANEDO
4.SAMBULAWAN E/S	04-02-18	8:00-10:00	ROQUE R. SABASAJE
5. PSB E/S	04-02-18	8:00-10:00	ASTER M. GALLEGA
6.TAYTAY E/S	04-02-18	10:00-11:00	HELEN E. MAASIN
7.HINIGDAAN E/S	04-02-18	10:00-11:00	MARGIE VALMORIA
8.KALABAYLABAY E/S	04-02-18	1:00-3:00	FRITZIE C. SILLABE
9.BOLISONG E/S	04-02-18	1:00-2:00	GRACE P. PACULBA
10.SAN FRANCISCO E/S	04-03-18	8:00-10:00	ROQUE R. SABASAJE
11.MOLUGAN E/S	04-03-18	8:00-10:00	ROLLY B LABIS
12. HIMAYA E/S	04-03-18	10:00-12:00	LORNA H. ESTROSAS
13.EL SALVADOR CITY CENTRAL SCHOL	04-03-18	10:00-12:00	ROLLY B LABIS
14.COOGON N/HS	04-04-18	8:00-12:00	SDS
15.HINIGDAAN N/HS	04-04-18	1:00-4:00	SDS
16.MOLUGAN N/HS	04-05-18	WHOLE DAY	SDS

2. Attached are the policies and guidelines in the conduct of the End –of School-Year Rites as stipulated in the Regional Memo No 122, s. 2018



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X

Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51 Website: deped.gov

Tayo
PARA SA
EDUKASYON

February 14, 2018 **DepED-X**
Cagayan de Oro City

REGION MEMORANDUM

No. 122, s. 2018

**REITERATING THE POLICY ON THE CONDUCT
OF END-OF-SCHOOL-YEAR RITES**

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned
This Region

1. This Office reiterates the policies on the conduct of End-of-School-Year Rites as disseminated in DepEd Order No. 8, s. 2017, to wit:

Grade/Level	Ceremony	Proof of Completion
Grade 6 learners who will complete elementary education	Graduation	Elementary Certificate (Enclosure No. 1)
Grade 10 learners who will complete Junior High School	Moving Up or Completion	Junior High School Certificate (Enclosure No. 2)
Grade 12 (Senior High School)	Graduation	High School Diploma (Enclosure No.3)

2. In line with the government's austerity program, the following shall be observed in the conduct of the aforementioned activities:

- Graduation for Elementary and SHS and Moving-Up Ceremony should be simple but meaningful to encourage civil rights, sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, they should be conducted without excessive spending, such as extravagant attire or costly venue, and the like;
- If there are any collections, it should be agreed by the Parents Teachers Assembly (PTA) and managed by the officers of the parents of the graduating class.
- Parents, not the teachers, may decide on the graduation or moving-up ceremony attire, that is, teachers should not be part of the committee that will decide on the said attire.
- No graduation fee for administrative cost should be collected. Medals should be borne by the school and charged to the school MOOE.
- No non-academic projects should be required in exchange for graduation or academic completion.

- f. The completers and graduates should be the highlight of the ceremony.
 - g. Teachers and other DepEd personnel should be in *Barong/Filipiniana*.
 - h. No Year Book Policy should be observed per Regional Memorandum No. 55, s. 2016.
 - i. A unified program for the Moving-Up and Graduation Ceremonies is found in the enclosure;
 - j. Medals from sponsors, politicians, and other non-curricular awards should be given during the Recognition Ceremony. Awards to be given during the Graduation Ceremony should only be academic awards;
 - k. Purchase of commercialized medals is strictly discouraged. Instead, medals made by the SHS learners should be patronized.
 - l. Graduation exercises should showcase the capability of the SHS learners; hence, decorations and food preparations, if any, should serve as laboratory of the SHS learners. Elementary schools should tap the services of nearby SHSs.
 - m. If there are any collections, the parents' association should take the responsibility and should provide a hard copy of the financial statements for distribution during the graduation day.
3. Further, the Graduation Rites and Moving-Up Ceremony should be conducted with utmost professionalism and integrity devoid of any political activities.
 4. Provided that austerity measures are strictly observed, private schools may have the option to follow or modify the provisions of this policy.
 5. For dissemination and strict compliance.


ALLAN G. FARNAZO
Director IV

1. Kindergarten Moving Up Ceremony

Processional March	Candidates for Completion Parents, Guests, Teachers
Philippine National Anthem	<i>Lupang Hinirang</i> Candidates for Completion
Doxology	(School's Choice) Candidates for Completion
Regional Hymn	<i>Martsa Rehiyon Diyos</i> Candidates for Completion
Division Hymn	(Division's Hymn) Candidates for Completion
Welcome Address	Star Pupil
Presentation of Candidates for Completion	School Head
Confirmation and Acceptance of Candidates for Completion	Schools Division Superintendent or his authorized representative
Distribution of Certificates	School Head
Message	Guest Speaker <i>(Preferably a successful alumni of the school)</i>
Recognition of Achievements	School Head
Moving Up Song	(School's Choice) The Completers
Closing Messages	School Head <i>(Start with school report card, announcements enrolment and other activities)</i>
Recessional March	Teachers, Guests, Parents, Completers

Remark: Cuing is highly recommended than a presence of Master of Ceremony

2. Elementary/Senior High School Graduation Ceremony

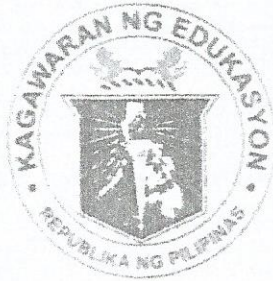
Processional March	Graduating Pupils and Parents, Keynote Speaker, Guests, PTA Officials, Faculty and Staff
Philippine National Anthem	"Lupang Hinirang" The Graduating Class
Doxology	(School's Choice) The Graduating Class
Regional Hymn	<i>Martsa Rehiyon Diyes</i> The Graduating Class
Division Hymn	(Division's Hymn) The Graduating Class
Welcome Address	With High Honors
Presentation of Candidates for Graduation	School Head
Confirmation and Acceptance of Candidates for Graduation	Schools Division Superintendent or his duly authorized representative
Reading of the Message of DepEd Secretary	Schools Division Superintendent or his duly authorized representative
Distribution of Certificates	School Head, DepEd Officials
Awarding of Honors, Commencement	School Head, DepEd Officials
Introduction of Keynote Speaker	Teacher
Keynote Speech	Keynote Speaker (Preferably a successful alumni of the school)
Tribute	With Highest Honors
Graduation Song	(School's Choice) The Graduates
Pledge of Loyalty	With Honors
Farewell Song	(School's Choice) The Graduates
Closing Message	School Head (Start with School Report Card/ SMEA, and other important announcements)
Recessional March	Faculty and Staff, PTA Officials Guests, Keynote Speaker, Graduates and Parents (PTA Treasurer may distribute copies of Financial Report for the expenses made)
Remark:	Cuing is highly recommended than a presence of Master of Ceremony

3. Junior High School Moving Up Ceremony

Processional March	Candidates for Completion, Parents Guests, TEachers
Philippine National Anthem	"Lupang Hinirang" Candidates for Completion
Doxology	(School's Choice) Candidates for Completion
Regional Hymn	<i>Martsa Rehiyon Diyes</i> Candidates for Completion
Division Hymn	(Division's Hymn) Candidates for Completion
Welcome Address	With High Honors
Presentation of Candidates for Completion	School Head
Confirmation and Acceptance of Candidates for Completion	Schools Division Superintendent or his duly authorized representative
Distribution of Certificates	School Head
Reading of the Message of DepEd Secretary	Schools Division Superintendent or his duly authorized representative
Recognition of Achievements	School Head
Message	Guest Speaker <i>(Preferably a successful alumni of the school)</i>
Tribute	With Highest Honors
Moving Up Song	(School's Choice) The Completers
Closing Message	School Head <i>(Start with School Report Card/SMEA, Track Offerings in SHS and other important announcements)</i>
Recessional March	Completers, Parents, Guests, Teachers <i>(PTA Treasurer may also distribute copies of Financial Report for the expenses made)</i>

Remark: Cuing is highly recommended than a presence of Master of Ceremony

SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXXX

PUROK NG XXXXXX
DISTRICT OF



XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

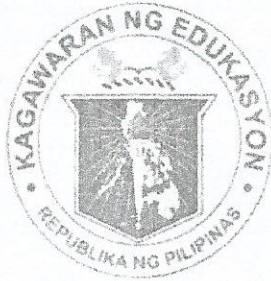
KATUNAYAN
CERTIFICATE

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-1 ng Abril 2016.
Signed in Xxxxxxxxxx, Philippines on the 1st day of April 2016.

XXXXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXXX

XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Junior High School na itinakda para sa
has satisfactorily completed the requirements for Junior High School prescribed for
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
Secondary Schools of the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.
Signed in XXXXXXXX, Philippines on the 1st day of April 2016.

XXXXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent



SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXXX



XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School
has satisfactorily completed the requirements for graduation in Senior High School

TRACK AND STRAND

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
prescribed for Secondary Schools of the Department of Education and is therefore awarded this

KATIBAYAN

DIPLOMA

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.
Signed in XXXXXXXXX, Philippines on the 1st day of April 2016.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

**UNIFIED PROGRAM FOR THE MOVING UP
AND GRADUATION CEREMONIES**

1. Kindergarten Moving Up Ceremony

Processional March	Candidates for Completion, Parents, Guests, Teachers
Philippine National Anthem	"Lupang Hinirang" Candidates for Completion
Doxology	(School's Choice) Candidates for Completion
Regional Hymn	Martsa ng Rehiyon Diyes Candidates for Completion
Division Hymn	(Division's Hymn) Candidates for Completion
Welcome Address	Star Pupil
Presentation of Candidates for Completion	School Head
Confirmation and Acceptance of Candidates for Completion	Schools Division Superintendent or his duly authorized representative
Distribution of Certificates	School Head
Message	Guest Speaker
Recognition of Achievements	School Head
Moving Up Song	(School's Choice) The Completers
Tribute	Star Pupils
Farewell Song	(School's Choice) The Completers
Acknowledgement	School Head
Recessional March	Teachers, Guests, Parents, Completers

Remark: Cuing is highly recommended than a presence of Master of Ceremony.