



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 040, s. 2019

TO: Private Secondary School Heads
Technical Vocational Institutions Administrators
This Division

FROM: 
JESNAR DEMS S. TORRES, Ph.D., CESE
OIC-Schools Division Superintendent 

SUBJECT: Guidelines on the Issuance of Special Order (SO) for Graduation to Private and
Non-DepEd Institutions Offering Senior High School Program for SY 2018-2019

Date: February 11, 2019

1. Attached is the Regional Memorandum No. 78, s. 2019 Re: Guidelines on the Issuance of Special Order (SO) for Graduation to Private and Non-DepEd Institutions Offering Senior High School Program for SY 2018-2019.
2. School Heads and Administrator are advised to submit to this Office the complete set of requirements for checking before endorsing to the Regional Office.
3. For information, guidance and compliance.



DepED-X
January 29, 2019
Cagayan de Oro City

06 FEB 2019
991

RELEASED

REGIONAL MEMORANDUM

No. 78, s. 2019

**GUIDELINES ON THE ISSUANCE OF SPECIAL ORDER (SO) FOR
GRADUATION TO PRIVATE AND NON-DEPED INSTITUTIONS
OFFERING SENIOR HIGH SCHOOL PROGRAM
FOR SY 2018-2019**

To: **Schools Division Superintendents
Assistant Schools Division Superintendents
Education Program Supervisors
Division Private School Coordinators
Presidents, Principals/Administrators, and Heads
of Private Schools/HEIs Offering Senior High School
All Others Concerned
This Region**

1. The Department of Education Regional Office X, through the Quality Assurance Division, issues the Guidelines on the Issuance of Special Order for Graduation to Private and Non-DepEd Institutions Offering Senior High School Program for School Year 2018-2019.
2. Pursuant to DepEd Order No. 10, s. 2018 entitled *Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical-Vocational Institutions for School Year 2017-2018*, only learners in schools/colleges with DepEd approved K to 12 transition plan, private schools with permit to operate Senior High School since 2014, and International Schools with K to 12 Program are eligible for graduation from Senior High School and to be issued with Special Order.
3. It shall be the task of Schools Division Offices (SDOs) to evaluate all special order applications from private schools located in their respective jurisdictions and shall create an evaluation team for the purpose of this memorandum, comprised of the Senior High School Supervisor/Coordinator, Private School Supervisor/Coordinator, an Education Program Supervisor representing the Curriculum and Instruction Division and one (1) Education Program Supervisor representing the School Governance Operations Division.
4. Documents required to be submitted and subjected for evaluation are the following:
 - a. Letter-request from the principal of the applicant-school addressed to the concerned Schools-Division Superintendent re: checking of documents for special order evaluation;

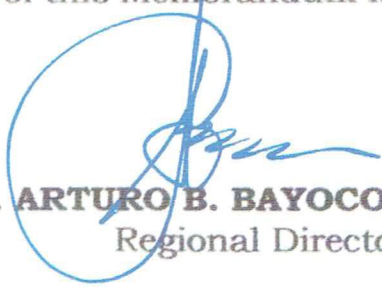




- b. Copy of the Senior High School Government Permit issued by DepEd Regional Office X to the applicant-school;
 - c. List of learners eligible for the issuance of special order, specifying the last name, first name, middle name (Enclosure No. 1);
 - d. Special Order Form (Enclosure No. 2)
 - e. School Form (SF) 5B – List of learners with complete SHS requirements;
 - f. School Form (SF) 9 – Learner’s Progress Report Card (Grade 12 with at least up to 3rd Quarter);
 - g. School Form (SF) 10 – Learner’s Permanent Academic Record;
 - h. Clear copy of the original birth certificate duly authenticated by the Philippine Statistics Authority; and
 - i. If student is a foreigner – copy of the original birth certificate authenticated by a duly constituted authority of the country of origin of the student, alien certification registration, Bureau of Immigration Certification and student visa duly authenticated by Bureau of Immigration.
5. The workflow on the filing of procedures of the abovementioned requirements is found in Enclosure Number 4.
 6. To ensure uniformity, only only A4 paper size, bookman old font style (size 12) will be utilized in printing the Special Order Form.
 7. Submission of special order application is on or before March 1, 2019. Applications for Special Order of schools submitted after the deadline will be processed in the First Semester of School Year 2020-2021.
 8. It is the duty of the concerned Schools-Division Office (SDO) to inform the applicant-school of the deficiency/ies in the application within three (3) days from such discovery. To prevent such occurrence, the SDOs are encouraged to check and verify the submitted requirements upon receipt thereof.
 9. Only application which have fully complied with the requirements, without any deficiency shall be indorsed immediately by the concerned Schools Division Superintendent to the Office of the Regional Director, **attention: Quality Assurance Division.**
 10. All applications for special order shall be arranged by **Track and Strand** (Enclosure No. 2).



11. Schools are encouraged to submit a softcopy of the Special Order Form to ensure the correctness of the complete name and sex of the learner (save Excel File to a CD).
12. For purposes of clarity and consistency with existing regulations, the SGOD is tasked to oversee the evaluation of special orders.
13. Enclosed are the following templates for your perusal:
 - Enclosure No. 1: List of Learners Eligible for Special Order
 - Enclosure No. 2: Special Order Form
 - Enclosure No. 3: Workflow on the Filing Procedures
14. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO V
Regional Director

Encl: as stated

QAD/Noel

* Guidelines on the Issuance of Special Order (SO) for Graduation to Private and Non-DepEd Institutions Offering Senior High School Program fro SY 2018-2019

List of Learners Eligible for Special Order

Name of School : _____

Complete Address: _____

Cellphone Number: _____

Track/Strand: _____

Total Number of Graduating Students: _____

Male

1. ABAD, JOHN SYRIELLE NOB
2. ABCAS, PAUL KENNETH CAHARIAN
3. ALAB, JOHN MARK LOUIE REGACHO
4. BASAK, JOSHUA BILL ABAD
5. BARDO, KURT ANDREY TAN
6. CARDO, JAMES SANTOS
7. CARAG, JOSE DIEZ
8. DIMO, AL ABAD
9. DAL, DANTE CAGANG
10. EDMA, NEIL ANG
11. ESRA, EDISON KHO
12. FAJARDO, JOSE RAMOS
13. FAMAS, NIKKO ROA
14. GAMAT, ROY TAN
15. GOMEZ, PAUL DY
16. JAGNA, MIKE ABAD
17. JUMALON, JOSE SANTOS
18. TAMULA, REY BARETO
19. UMALA, VINCE PACALDO
20. VALMORES, PRINCE DANTES
21. YAMARO, SIMON SAMACO
22. YAP, MIGUEL SANTOS

Female

1. AYUP, YANARA JUMAMIL
2. ALAB, SIENA LABADAN
3. BARTE, NIKKA GO
4. BAGUIO, SARAH TAN
5. CANDA, CAREN BANTA

- DOMA, LILA PALANG
7. DUMANJOG, LOVELY SIA
8. EGAR, NAOMI ABAS
9. ERASMO, PERRY SANTOS
10. FALGAR, RIZZA LABARTE
11. FAUNILLAN, MICA SALCEDO
12. GARGAR, FITCHIE DAMPAS
13. HAMADI, FATIMA ABANTAS
14. IGCALINOS, SIMEONA DIEZ
15. JAMIS, PILAR SILVA
16. KIMPO, ROWENA SABA
17. LIEMPO, MAUREN TIBAY
18. MANALO, BIANCA SALVA
19. RAMOS, LAURA GO
20. ZAMAYLA, GILDA TACNA

Certified True and Correct:

Signature Over Printed Name of School Registrar

Attested by:

Signature Over Printed Name of School Principal



(Inclosure 2 to Region Memorandum No. _____s. 2019)

Date: _____

SPECIAL ORDER

No. _____, s. 2019

On the basis of records submitted by, _____ **(Name of School)**,
(Address) _____, approval of the eligibility for completion of **Senior High School** of the following as of March 2019 upon the successful completion of the work now being taken in the **SENIOR HIGH SCHOOL PROGRAM** specifically in the **TRACK , STRAND** is hereby given and made a matter of record:

MALE:

1. **(LAST NAME, FIRST NAME, MIDDLE NAME)**
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

FEMALE:

21. **(LAST NAME, FIRST NAME, MIDDLE NAME)**
- 22.
- 23.
- 24.
- 25.
- 26.
- 27.
- 28.
- 29.
- 30.



- 31.
- 32.
- 33.
- 34.
- 35.
- 36.
- 37.
- 38.
- 39.
- 40.

Valid for 40 students only.

The foregoing approval is valid only for March, 2019, the approval for any candidate for completion of the Senior High School is automatically cancelled if he does not complete the full requirements of the course on the date specified and is subject to revocation if the records upon which approval is based are later found not correct.

For the Secretary of the Education:

DR. ARTURO B. BAYOCOT, CESO V
Regional Director

(NOT VALID WITHOUT SEAL/
WITH ERASURE/ALTERATION)

SF5B - SHS checked by: any member of the evaluation team
 SF9 - SHS checked by: any member of the evaluation team
 SF10 - SHS checked by: any member of the evaluation team
 Evaluated by: School Governance Division Chief
 Checked by: *Regional EPS In-Charge of Private Schools
 Reviewed by: **ROGELIO C. EVANGELISTA**
 Chief, QAD

Regional EPS In-Charge of Private Schools

- | | |
|-----------------------------|--|
| 1. REINANTE NOEL N. PELAGIO | - MALAYBALAY CITY & BUKIDNON |
| 2. NEIL A. IMPROGO, Ph.D. | - EL SALVADOR CITY & CAGAYAN DE ORO CITY |
| 3. LAURENCIA O. LLAGAS | - ILIGAN CITY, GINGOOG CITY & CAMIGUIN |
| 4. ANNALYN A. SALCEDO | - MISAMIS ORIENTAL & VALENCIA CITY |
| 5. ARNEL T. GENITA, Ph.D. | - OZAMIZ, TANGUB AND LANA O DEL NORTE |
| 6. ROGELIO C. EVANGELISTA | - MISAMIS OCCIDENTAL & OROQUIETA |



Certificate Number: AJA18-0170

The LEARNER: The heart of DepEd Region X.

Regional Office 10-Northern Mindanao, Zone 1, Upper Balulang, Cagayan de Oro City
 (088) 880-7072, 860-7071 (08822) 72-26-51
<http://www.deped.gov.ph/regions/region-x> region10@deped.gov.ph



(Inclosure 3 to Region Memorandum No. _____ s. 2019)

FILING AND EVALUATION PROCEDURES ON THE APPLICATION FOR SENIOR HIGH SCHOOL (SHS) PROGRAM SPECIAL ORDER FOR GRADUATION FOR PRIVATE SCHOOLS/SUCs AND LUCs/OTHER NON DEPED INSTITUTION

