



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. 044, s. 2019

TO: Assistant Schools Division Superintendent
Division Chiefs
School Governance and Operations Division
Curriculum and Implementation Division
Public and Private Elementary and Secondary School Heads
All Others Concerned

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

SUBJECT: School Year 2018-2019 K to 12 Basic Education Program End of School Year Rites

DATE: February 19, 2019

1. Pursuant to DepEd Order No. 002, s. 2019 *Re: School Year 2018-2019 K to 12 Basic Education Program End of School Year Rites*, this Office announces the conduct of the following **End-of-School-Year (EOSY) Rites**:

Grade Level Completers	Ceremony	Proof of Completion
Kindergarten	Moving Up or Completion	Kindergarten Certificate (Enclosure No.1)
Grade 6	Graduation	Elementary Certificate (Enclosure No.2)
Grade 10	Moving Up or Completion	Junior High School Certificate (Enclosure No.3)
Grade 12 Learners from: a. Schools with DepEd-approved K to 12 Transition Plan	Graduation	Senior High School Diploma (Enclosure No.4)



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c. International Schools with K to 12 Program	Graduation	Senior High School Diploma (Enclosure No.4)
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2. The 2019 ceremonies shall focus on the theme *Pagkakaisa sa Pagkakaiba-iba: Kalidad na Edukasyon para sa Lahat (Unity in Diversity: Quality Education for All)*. Schools may translate the theme into their respective Mother Tongues. This theme highlights the role of the K to 12 Basic Education Program in developing an educated society where the challenges and benefits of diversity are embraced and welcomed by every Filipino.
3. As announced in DepEd Order No.25, s. 2018 entitled **School Calendar for School Year 2018-2019**, the EOSY rites should be scheduled not earlier than **April 1, 2019**, but not later than **April 5, 2019**. Schools with an extended SY shall be guided by their approved revised School Calendar.
4. In line with the Government's austerity program, DepEd reiterates the following policies:
 - a. Graduation Rites should be simple but meaningful to encourage civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire or extraordinary venue;
 - b. Moving Up or Completion Ceremonies should be simple, involving only the learners, their parents and the school; and
 - c. Nonacademic projects such as attendance to field trips, film showing, Junior-Senior promenade, and other school events should not be imposed as requirements for graduation or completion.

For Public Schools only

- d. Expenses relative to the activity should be charged to the School MOOE subject to the existing guidelines. **No DepEd personnel shall be allowed to collect any kind of contribution or fee for graduation / moving up / completion ceremony.**
5. The use of the enclosed completion certificate and diploma templates are as follows:

For Private Elementary and Secondary Schools, Technical and Vocational Institutions (TVIs), and Higher Education Institutions (HEIs), including State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs)	The use of the enclosed completion certificate and diploma templates is optional. The signature of the School Head is required, while the signature of the Schools Division Superintendent is not required .
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For Public Elementary and Secondary Schools

The use of the enclosed completion certificate and diploma templates is required.

6. Awarding of honors to learners from Grade 1 to 12 shall follow the guidelines in DO 36, s. 2016 entitled **Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program**.
7. Further, the EOSY rites and moving up or completion ceremony shall be conducted in an appropriate solemn ceremony befitting the learners and their parents and **shall not be used as political forum**. DepEd reiterates the strict compliance with DO 48, s. 2018 entitled **Prohibition of Electioneering and Partisan Political Activity**.
8. Immediate dissemination of and strict compliance with this Memorandum is directed.

(Enclosure No. 1 to DepEd Order No. 002, s. 2019)

SAMPLE TEMPLATE FOR KINDERGARTEN 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 XXXXXXX
DISTRICT OF

XXXXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxxxx

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

**KATUNAYAN
CERTIFICATE**

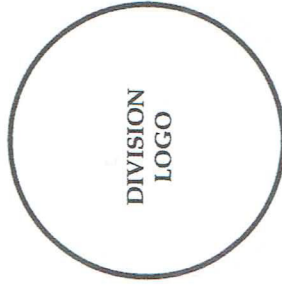
Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-___ ng Abril 2019.
Signed in Xxxxxxxxxx, Philippines on the ___th day of April 2019.

XXXXXXXXXXXX

Punongguro
Principal

XXXXXXXXXXXX

Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent



(Enclosure No. 2 to DepEd Order No. 002, s. 2019)

SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE

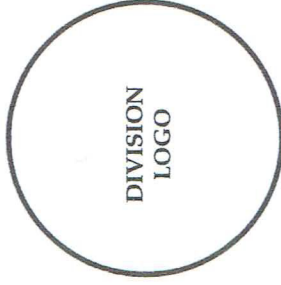


Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXXX

PUROK NG XXXXXXX
DISTRICT OF



XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda
has satisfactorily completed the requirements of the Elementary Curriculum 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-___ ng Abril 2019.
Signed in Xxxxxxxxxx, Philippines on the ___th day of April 2019.

XXXXXXXXXXXX
Punongguro
Principal

XXXXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

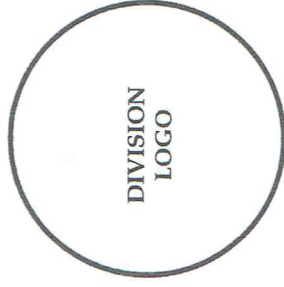
(Enclosure No. 3 to DepEd Order No. 002, s. 2019)

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



XXXXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Junior High School na itinakda para sa
has satisfactorily completed the requirements of the Junior High School Curriculum 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 Xxxxxxxxxx, Pilipinas nitong ika-___ ng Abril 2019.
Signed in Xxxxxxxxxx, Philippines on the ___th day of April 2019.

XXXXXXXXXX
Punongguro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

(Enclosure No. 4 to DepEd Order No. 002, s. 2019)

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

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 Xxxxxxxxxx, Pilipinas nitong ika-____ ng Abril 2019.
Signed in Xxxxxxxxxx, Philippines on the ____ day of April 2019.

XXXXXXXXXX
Punongguro
Principal

XXXXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent



Republic of the Philippines
Department of Education

18 FEB 2019

DepEd ORDER
No. **002**, s. 2019

**SCHOOL YEAR 2018–2019 K TO 12 BASIC EDUCATION PROGRAM
END OF SCHOOL YEAR RITES**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Regional Secretary, ARMM
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. For School Year (SY) 2018–2019, the Department of Education (DepEd) announces the conduct of the following **End-of-School-Year (EOSY) Rites**:

Grade Level Completers	Ceremony	Proof of Completion
Kindergarten	Moving Up or Completion	Kindergarten Certificate (Enclosure No. 1)
Grade 6	Graduation	Elementary Certificate (Enclosure No. 2)
Grade 10	Moving Up or Completion	Junior High School Certificate (Enclosure No. 3)
Grade 12 learners from: a. Schools with DepEd-approved K to 12 transition plan b. Schools with permit to operate Senior High School since 2014 c. International Schools with K to 12 Program	Graduation	Senior High School Diploma (Enclosure No. 4)

2. The 2019 ceremonies shall focus on the theme *Pagkakaisa sa Pagkakaiba-iba: Kalidad na Edukasyon para sa Lahat* (Unity in Diversity: Quality Education for All). Schools, schools divisions or regional offices may translate the theme into their respective Mother Tongues. This theme highlights the role of the K to 12 Basic Education Program in developing an educated society where the challenges and benefits of diversity are embraced and welcomed by every Filipino.

3. As announced in Enclosure No. 2 of DepEd Order (DO) No. 25, s. 2018 entitled **School Calendar for School Year 2018–2019**, the EOSY rites should be scheduled not earlier than **April 1, 2019**, but not later than **April 5, 2019**. Schools, divisions or regions with an extended SY shall be guided by their approved revised school calendar.

4. In line with the government's austerity program, DepEd reiterates the following policies:

- a. Graduation rites should be simple but meaningful to encourage civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire or extraordinary venue;
- b. Moving Up or Completion Ceremonies should be simple, involving only the learners, their parents and the school; and
- c. Nonacademic projects such as attendance to field trips, film showing, Junior-Senior promenade, and other school events should not be imposed as requirements for graduation or completion.

For Public Schools only

- d. Expenses relative to the activity should be charged to the school Maintenance and Other Operating Expenses subject to existing guidelines. **No DepEd personnel shall be allowed to collect any kind of contribution or fee for graduation/moving up/completion ceremony.**

5. The use of the enclosed completion certificate and diploma templates are as follows:

For private elementary and secondary schools, technical and vocational institutions (TVIs), and higher education institutions (HEIs), including state universities and colleges (SUCs) and local universities and colleges (LUCs)	The use of the enclosed completion certificate and diploma templates is optional. The signature of the school head is required, while the signature of the schools division superintendent is not required.
For public elementary and secondary schools	The use of the enclosed completion certificate and diploma templates is required

6. Awarding of honors to learners from Grades 1 to 12 shall follow the guidelines in DO 36, s. 2016 entitled **Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.**

7. Further, the EOSY rites and moving up or completion ceremony shall be conducted in an appropriate solemn ceremony befitting the learners and their parents and **shall not be used as a political forum.** DepEd reiterates the strict compliance with DO 48, s. 2018 entitled **Prohibition of Electioneering and Partisan Political Activity.**

8. For more information, please contact the **Bureau of Learning Delivery-Teaching and Learning Division**, 4th Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 638-4799 and (02) 687-2948, or email at bld.od@deped.gov.ph.

9. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

As stated

References:

DepEd Order Nos.: (25 and 48, s. 2018; 36, s. 2016) and 6, s. 2018

To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION
CERTIFICATE
DIPLOMA
GRADUATION
JUNIOR HIGH SCHOOL
KINDERGARTEN EDUCATION
LEARNERS
POLICY
SCHOOLS
SENIOR HIGH SCHOOL