



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



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**DIVISION MEMORANDUM**

No. 054, s. 2019

TO: Assistant Schools Division Superintendent  
Division Chiefs  
School Governance and Operations Division  
Curriculum and Implementation Division  
Public Elementary and Secondary Schools  
This Division

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

SUBJECT: Schedule of Signing of Certificate of Completion and Diploma for SY 2018-2019  
K to 12 Basic Education Program End of School Year Rites

DATE: February 27, 2019

1. Relative to the Division Memorandum No. 46, s. 2019 *Re: School Year 2018-2019 K to 12 Basic Education Program End of School Year Rites*, all schools are hereby directed to submit the Certificate of Completion and Diploma for SY 2018-2019 on or before March 8, 2019.
2. All Certificates must be enclosed in a brown envelope together with the Complete List of Candidates for Graduation / Completion.
3. Further, all are hereby informed that signing of Certificates is on a *First Come, First Serve* basis.
4. For information, guidance and strict compliance.