



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. 079, s. 2019

TO: Assistant Schools Division Superintendent  
Chief for School Governance and Operations Division  
Education Program Supervisors  
Private Secondary Schools  
Technical – Vocational Institution Administrators

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

SUBJECT: Composition of Division Task Force for the Evaluation of Documentary Requirements for Special Order (SO) Issuance for Private and Non-DepEd Institutions Offering Senior High School Program for SY 2018 - 2019

Date: April 01, 2019

1. Pursuant to DepEd Regional Memorandum No. 078, s.2019 *Re: Guidelines on the Issuance of Special Order (SO) for Graduation in Private and Non-DepEd Institutions Offering Senior High School Program for SY 2018-2019*, this Office hereby informs the field of the Division Task Force in-charge for the evaluation of documentary requirements for the issuance of special order for graduation for SY 2018 – 2019. (See Enclosure 1)
2. For faster processing during the evaluation, please arrange documentary requirements according to list stated below: (Please do not tab)
  - a. Indorsement from applicant-school for the evaluation and checking of documents for Special Order (SO) issuance
  - b. Letter request from the principal of applicant-school addressed to the SDS regarding the checking of documents for special order evaluation (A4-sized bond paper)
  - c. Copy of recent Senior High School Government Permit from the Region Office
  - d. List of Learners Eligible for the Issuance of Special Order (A4-sized bond paper)
  - e. School Form 5B – SHS (Original Copy – A4-sized bond paper)
  - f. School Form 9 (Original Copy – A4-sized bond paper)
  - g. School Form 10 (Certified True Copy)
  - h. NSO Birth Certificate (Clear & Certified True Copy)
3. All returned requests for special order from school-applicant must be complied **on or before April 10, 2019**.
4. The DTF are enjoined to recommend for the issuance of Special Order (SO) of qualifying Tracks/ Strands **on or before April 16, 2019**.
5. For information, guidance and compliance.



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

**Enclosure 1**

**Composition of Division Task Force for the Evaluation of Documentary Requirements for Special Order (SO) Issuance for Private and Non-DepEd Institutions Offering Senior High School Program for SY 2018 – 2019**

| Task Force Composition        | Position/ Designation                     | Role        | Duties  |
|-------------------------------|---|-------------|---|
| ROLLY B. LABIS, EdD           | SGOD Chief                                | Team Leader | <ul style="list-style-type: none"> <li>- Reviews the evaluation and signifies the completeness of submitted documentary requirements for SDO endorsement</li> <li>- Convenes members for the discussion on the DTF course of action to the application for DO recommendation</li> </ul>   |
| LORNA H. ESTROSAS, PhD        | EPS – CID, Private Schools Coordinator    | Member      | <ul style="list-style-type: none"> <li>- Checks completeness, correctness and authenticity of School Form 9 (Progress Report Card) based from SF10-SHS</li> <li>- Issue recommendation/s if there are deficiencies in the submitted document</li> <li>- Ensures that issued permits to operate senior high school program are valid and current</li> <li>- Give assistance to private schools for permits or recognitions for Senior High School Operation</li> <li>- Verifies the accuracy of Submitted School Form 9</li> </ul> |
| ASTER M. GALLEGA, PhD         | PSDS – CID                                | Member      | <ul style="list-style-type: none"> <li>- Checks completeness, correctness and authenticity School Form 10 – SHS in adherence to existing DepEd Orders, rules and standards</li> <li>- Issue recommendation/s if there are deficiencies in the submitted document</li> </ul>   |
| ANABELLE M. MAMACLAY, CE, PhD | EPS – CID, Senior High School Coordinator | Member      | <ul style="list-style-type: none"> <li>- Checks completeness, correctness and authenticity of School Form 5B – SHS (Academic Track)</li> <li>- Checks for adherence on recommended # of hours per Track/Strand</li> <li>- Issue recommendation/s if there are deficiencies in the submitted document</li> </ul>   |
| ROQUE R. SABASAJE             | EPS – CID, TVL Coordinator                | Member      | <ul style="list-style-type: none"> <li>- Checks completeness, correctness and authenticity of School Form 5B – SHS (TVL Track)</li> <li>- Checks for adherence on recommended # of hours per Track/Strand</li> <li>- Issue recommendation/s if there are deficiencies in the submitted document</li> </ul>  |
| FELANIE MARIE A. LIM          | Admin Officer II (SHS)                    | Member      | <ul style="list-style-type: none"> <li>- Prepares the endorsement, recommendation form, evaluation forms, Special Order Form endorsement copy of every school-applicant based on the submitted reports from the Evaluators</li> <li>- Checks the completeness, correctness and authenticity of other documentary requirements other than the School Forms and permits</li> </ul>  |