



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

24 Feb 2020

DIVISION MEMORANDUM
No. 058, s. 2020

**COMPOSITION OF DIVISION TASK FORCE FOR THE EVALUATION OF
DOCUMENTARY REQUIREMENTS FOR SPECIAL ORDER (S.O.) ISSUANCE FOR
PRIVATE AND NON-DEPED INSTITUTIONS OFFERING SENIOR HIGH SCHOOL
PROGRAM FOR SY 2019 - 2020**

To: **Assistant Schools Division Superintendent
Chief for School Governance and Operations Division
Education Program Supervisors
Private Secondary Schools
Technical – Vocational Institution Administrators
All Others Concerned
This Division**

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 2019 – 2020. (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 March 3, 2020.**





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4. The DTF are enjoined to recommend for the issuance of Special Order (SO) of qualifying Tracks/ Strands **on or before March 9, 2020.**
5. For information, guidance and compliance.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

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

SHS
Private Schools
Special Orders

SGOD/KABG





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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 2019 - 2020

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

