



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


May 22, 2020

DIVISION MEMORANDUM
No. 115, s. 2020

SUBMISSION OF THE OFFICIAL LIST OF CONFIRMED SHS GRADUATES

To: Asst. Schools Division Superintendent
Division Chiefs
School Governance and Operations Division
Richard A. Sabellano, *School Head – Hinigdaan NHS*
Marivic S. Torres, *School Head – Cogon NHS*
Sonia E. Pagapulaan, *School Head – Molugan NHS*
This Division

1. Pursuant to the Regional Memorandum No.197, s. 2020 Re: Posting of the Names of Confirmed SHS Graduates on the Schools Division Offices' Web Sites, this Office hereby directs the School Heads of Senior High Schools to submit the Official List of SHS Graduates for SY 2019-2020 on or before **May 28, 2020**.
2. The said list must be signed by the School Head to ensure authenticity of the submission (Please see the attached template for your reference).
3. Please upload the scanned copy of the signed Official List (School Head only) in a Portable Data Format (PDF) through this link: <http://deped.in/SHSGraduatesList>.
4. For inquiries, please contact Dr. Rolly B. Labis, Chief Education Supervisor in School Governance and Operations Division.
5. For information, guidance and compliance.


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

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

SGOD/CES



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



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Enclosure No.1 Template

-School Header-

OFFICIAL LIST OF SENIOR HIGH SCHOOL GRADUATES
for S.Y. 2019-2020

NAME (Last name, First name, MI)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

Submitted by:

SIGNATURE OVER PRINTED NAME OF THE SCHOOL HEAD

Designation

Attested:

OLGA C. ALONSABE, PhD, CESE

Asst. Schools Division Superintendent

OIC-Office of the Schools Division Superintendent

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