



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

**Office of the Schools Division Superintendent**

08 June 2021

DIVISION MEMORANDUM  
NO. 217, s. 2021

**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 2020-2021**

To: **Asst. Schools Division Superintendent**  
**Chief, Schools Governance and Operations Division**  
**Education Program Supervisors**  
**Private Secondary School Heads**  
**Technical-Vocational Institution Administrators**  
**All Others Concerned**  
This Division

1. Pursuant to DepEd Order No. 10, 2010 *Re: Guidelines in the Issuance of Special Orders for the Approval of the Eligibility for Graduation for Senior High School for grade 12 Learners Enrolled in Private Schools/College and Technical-Vocational Institutions for School Year 2017-2018*, 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 2020-2021. (See Enclosure 1)
2. For faster processing during the evaluation, please arrange documentary requirements according to the list stated below: (*Please do not tab*)
  - a. Indorsement from applicant-school for the evaluation and checking of documents for the Special Order (SO) issuance.
  - b. Letter request from the principal of the applicant school addressed to the SDS regarding the checking of documents for the special order evaluation (A4-sized bond paper)
  - c. Copy of recent Senior High School Government Permit from the Regional Office.





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- 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. PSA Birth Certificate (Clear & Certified True Copy)
3. All application for Special Order must be submitted on or before June 14, 2021.
4. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and guidelines. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. Immediate and wide dissemination of this Memorandum is enjoined.

**OLGA C. ALONSABE, Ph.D., CESE**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

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

SGOD/SHS/jee      SHS  
Private Schools  
Special Orders





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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 2020-2021**

<b>Task Force Composition</b>	<b>Position/ Designation</b>	<b>Role</b>	<b>Duties</b>
ROLLY B. LABIS, EdD	SGOD Chief	Team Leader	<ul style="list-style-type: none"><li>• Reviews the evaluation and signifies the completeness of the submitted documentary requirements for SDO endorsement.</li><li>• Convenes member for the discussion on the DTF course of action to the application for DO recommendation.</li></ul>
MARICRIS P. QUISMUNDO	SEP, Private School 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>
KEVIN B. ASEQUIA	Planning Officer III	Member	<ul style="list-style-type: none"><li>• Checks completeness, correctness and authenticity School Form 10-SHS in adherence to existing DepEd Order, rules and standards</li><li>• Issue recommendation/s if there are deficiencies in the submitted document</li></ul>
MARIE JADE A. CACAYAN	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></ul>





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			<ul style="list-style-type: none"><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>
JURICA ETHEL L. ESTRADA	Project Development Officer I (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>

