



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

Office of the Schools Division Superintendent

May 22, 2023

DIVISION MEMORANDUM
No. 237, s. 2023

**CALL FOR SUBMISSION OF SCHOOL'S EOSY RITES
SCHEDULE AND CERTIFICATES**

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Education Program Supervisors
Planning Officer III
Elementary & Secondary School Heads
All Other Division Personnel
This Division

1. Pursuant to **DepEd Order No. 34, s. 2022** re **School Calendar of Activities for the School Year 2022-2023**. The field is hereby directed to submit through <https://tinyurl.com/fhm5bdex>, their proposed schedules for the following End-of-the-School Year rites to wit.

- 1.1. Moving-Up Ceremony for Kindergarten
- 1.2. Graduation Ceremony for Grades 6 and 12
- 1.3. Completion Ceremony for Grade 10

2. Further, to prepare in advance and facilitate the efficient signing of End-of-the-School-Year documents, the Office of the Schools Division Superintendent will sign the certificates and diplomas from June 26-30, 2023. All schools are directed to ensure that all certificates and/or diplomas for the graduating class, kindergarten, and grade 10 learners should be printed in accordance





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with the format prescribed by **DepEd Order 31, s. 2019** re **The Department of Education Service Marks and Visual Identity Manual**.

3. Lastly, the schools shall submit the mentioned documents above to their Technical Assistance Provider in the Curriculum Implementation Division who shall do the final review and endorsed the documents to the Office of the Superintendent.

4. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, 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 desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

SCHOOL

