



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



June 14, 2023

DIVISION MEMORANDUM  
No. 270, s. 2023

**END-OF-SCHOOL YEAR RITES 2022-2023**

To: Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Education Program Supervisors  
All Division Office Personnel  
All Public Elementary & Secondary School Heads  
All Others Concerned  
**This Division**

1. The field is hereby informed of the schedule of the Moving-Up/Completion and Graduation Rites for the School Year 2022-2023. See **Enclosure 1**.
2. For the prescribed program of activities and scripts for the presentation and confirmation of Completers/Graduates please see **Enclosures 2 to 2.7**
3. 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.
4. 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



Enclosure 2 of Division Memorandum No. 270 s. 2023

DATE	TIME	VENUE	GRADE LEVEL	SCHOOL	EOSS RITES	CONFIRMING AUTHORITY /D.O PERSONNEL IN-CHARGE
JULY 11, 2023	8:00-9:00 AM	COGON ES COVERED STAGE	KINDER	COGON ES	MOVING-UP	GENEVIEVE E. LUSTERIO,PHD
JULY 11, 2023	8:00-10:00 AM	AMOROS COVERED COURT	KINDER	AMOROS ES	MOVING-UP	ROQUE R. SABASAJE
JULY 11, 2023	8:00-10:00 AM	Kais COVERED COURT	KINDER	KALABAYLABAY IS	MOVING-UP	MARGIE R. VALMORIA,PHD
JULY 11, 2023	8:00-10:00 AM	SINALOC ES COVERED STAGE	KINDER	SINALOC ES	MOVING UP	GRACE P. PACULBA, PHD
JULY 11, 2023	8:00-10:00 AM	BRGY. ULALIMAN COVERED COURT	KINDER	ULALIMAN ES	MOVING UP	JOHN FRANKLIN DRESSER,PHD
JULY 11, 2023	8:00-11:00AM	HINIGDAAN COVERED COURT	GRADE 10	HINIGDAAN NHS	COMPLETION	LORNA H. ESTROSAS,PHD
JULY 11, 2023	8:00-11:00AM	LGU AUDIO-VISUAL ROOM	GRADE 10	HIMAYA NHS	COMPLETION	ANABELLE M. MAMAACLAY,PHD
JULY 11, 2023	9:00-12:00 NN	CITY GYMNASIUM	GRADE 6	ECCS	GRADUATION	RANDOLPH B. TORTOLA,PHD-SDS / with ROLLY B. LABIS, EDD-SGOD CHIEF
JULY 11, 2023	9:00-12:00NN	MOLLUGAN CS COVERED COURT	GRADE 6	MOLLUGAN CS	GRADUATION	MARIEL B. UBAUB
JULY 11, 2023	2:30-5:00 PM	TAYTAY ES COVERED COURT	GRADE 6	TAYTAY ES	GRADUATION	RANDOLPH B. TORTOLA,PHD-SDS
JULY 11, 2023	10:00-12:00 NN	COGON ES COVERED STAGE	GRADE 6	COGON ES	GRADUATION	GENEVIEVE E. LUSTERIO,PHD
JULY 11, 2023	10:00-12:00 NN	SINALOC ES COVERED STAGE	GRADE 6	SINALOC ES	GRADUATION	CONNIEBEL C. NISTAL,PHD-ASDS / with NINIAN A. ALCASID,PHD-CID CHIEF
JULY 11, 2023	10:00-12:00 NN	BRGY. ULALIMAN COVERED COURT	GRADE 6	ULALIMAN ES	GRADUATION	JOHN FRANKLIN DRESSER,PHD
JULY 11, 2023	1:00-2:00 PM	TAYTAY ES COVERED COURT	KINDER	TAYTAY ES	MOVING UP	NINIAN A. ALCASID,PHD
JULY 11, 2023	1:00-3:00 PM	AMOROS COVERED COURT	GRADE 6	AMOROS ES	GRADUATION	ROQUE R. SABASAJE
JULY 11, 2023	1:00-3:00 PM	Kais COVERED COURT	GRADE 6	KALABAYLABAY IS	GRADUATION	MARGIE R. VALMORIA,PHD
JULY 11, 2023	1:00-3:00 PM	MOLLUGAN CS COVERED COURT	KINDER	MOLLUGAN CS	MOVING UP	MARIEL B. UBAUB
JULY 11, 2023	1:00-3:00 PM	BRGY. SAMBULAWAN COVERED COURT	GRADE 10	SAMBULAWAN NHS	COMPLETION	ROLLY B. LABIS,EDD
JULY 11, 2023	1:00-4:00 PM	LGU AUDIO-VISUAL ROOM	GRADE 12	HIMAYA NHS	GRADUATION	ANABELLE M. MAMAACLAY,PHD
JULY 11, 2023	1:00-4:00 PM	HINIGDAAN COVERED COURT	GRADE 12	HINIGDAAN NHS	GRADUATION	LORNA H. ESTROSAS,PHD
JULY 12, 2023	8:00-9:00 AM	BRGY. HIMAYA COVERED COURT	KINDER	HIMAYA ES	MOVING UP	ANABELLE M. MAMAACLAY,PHD
JULY 12, 2023	8:00-9:00 AM	BRGY. SAMBULAWAN COVERED COURT	KINDER	SAMBULAWAN ES	MOVING UP	JOHN FRANKLIN DRESSER,PHD
JULY 12, 2023	8:00-9:00 AM	SFDAES COVERED COURT	KINDER	SFDAES	MOVING UP	LINA C. BEJIGA,PHD
JULY 12, 2023	8:00-10:00 AM	LGU AUDIO-VISUAL ROOM	GRADE 10	SINALOC NHS	COMPLETION	MARIE JADE A. CACAYAN,PHD
JULY 12, 2023	9:00-10:00 AM	BRGY. SAMBULAWAN COVERED COURT	GRADE 6	SAMBULAWAN ES	GRADUATION	JOHN FRANKLIN DRESSER,PHD
JULY 12, 2023	9:00-11:00 AM	SFDAES COVERED COURT	GRADE 6	SFDAES	GRADUATION	LINA C. BEJIGA,PHD
JULY 12, 2023	9:00-12:00 NN	BOLISONG ES OPEN GROUND	GRADE 6	BOLISONG ES	GRADUATION	ROQUE R. SABASAJE
JULY 12, 2023	9:00-12:00 NN	CITY GYMNASIUM	GRADE 10	COGON NHS	COMPLETION	GENEVIEVE E. LUSTERIO,PHD
JULY 12, 2023	9:00-12:00 NN	ECCS COVERED COURT	KINDER	ECCS	MOVING UP	MARIEL B. UBAUB

JULY 12, 2023	9:00-10:30 AM	PSB COVERED STAGE	GRADE 6	PSB ES	GRADUATION	CONNIEBEL C. NISTAL,PHD-ASDS / with NINIAN A. ALCASID,PHD-CID CHIEF
JULY 12, 2023	10:30-11:30 AM	PSB COVERED STAGE	KINDER	PSB ES	MOVING UP	MARGIE R. VALMORIA,PHD
JULY 12, 2023	1:00-3:00 PM	BOLISONG ES OPEN GROUND	KINDER	BOLISONG ES	MOVING UP	ROQUE R. SABASALE
JULY 12, 2023	1:00-3:00 PM	BRGY. HIMAYA COVERED COURT	GRADE 6	HIMAYA ES	GRADUATION	ANABELLE M. MAMACLAY,PHD
JULY 12, 2023	1:00-4:00 PM	CITY GYMNASIUM	GRADE 12	COGON NHS	GRADUATION	RANDOLPH B. TORTOLA,PHD-SDS / with ROLLY B. LABIS, EDD-SGDD CHIEF
JULY 12, 2023	1:00-5:00 PM	LGU AUDIO-VISUAL ROOM	GRADE 12	SINALOC NHS	GRADUATION	MARIE JADE A. CACAYAN,PHD
JULY 13, 2023	8:00-10:00 AM	HINIGDAAN ES COVERED STAGE	KINDER	HINIGDAAN ES	MOVING UP	LORNA H. ESTROSAS,PHD
JULY 13, 2023	8:00-10:00 AM	KIBONBON ES COVERED COURT	KINDER	KIBONBON ES	MOVING UP	MARIE JADE A. CACAYAN,PHD
JULY 13, 2023	8:00-11:30 AM	BRGY. SFDA COVERED COURT	GRADE 10	SFDANHS	COMPLETION	LINA C. BEJIGA,PHD
JULY 13, 2023	9:00-12:00 NN	MNHS COVERED COURT	GRADE 12	MNHS	GRADUATION	RANDOLPH B. TORTOLA,PHD-SDS / with ROLLY B. LABIS, EDD-SGDD CHIEF
JULY 13, 2023	1:00-3:00 PM	HINIGDAAN ES COVERED STAGE	GRADE 6	HINIGDAAN ES	GRADUATION	LORNA H. ESTROSAS,PHD
JULY 13, 2023	1:00-3:00 PM	MNHS COVERED COURT	GRADE 10	MNHS	COMPLETION	CONNIEBEL C. NISTAL,PHD-ASDS / with NINIAN A. ALCASID,PHD-CID CHIEF
JULY 13, 2023	1:00-3:30 PM	KIBONBON ES COVERED COURT	GRADE 6	KIBONBON ES	GRADUATION	MARIE JADE A. CACAYAN,PHD
JULY 14, 2023	8:00-11:30 AM	BRGY. SFDA COVERED COURT	GRADE 12	SFDANHS	GRADUATION	LINA C. BEJIGA,PHD
JULY 14, 2023	8:00-12:00 NN	CITY GYMNASIUM	GRADE 12	ECNHS	GRADUATION	CONNIEBEL C. NISTAL,PHD-ASDS / with NINIAN A. ALCASID,PHD-CID CHIEF
JULY 14, 2023	1:00-4:00 PM	CITY GYMNASIUM	GRADE 10	ECNHS	COMPLETION	MARGIE R. VALMORIA,PHD



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SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 2 of Division Memorandum No. 270s. 2023.

**PRESCRIBED PROGRAM OF ACTIVITIES**

**I. Kindergarten**

Processional March	<b>Candidates for Moving-Up, Parents, Guest &amp; Teachers</b>
Pambansang Awit	<b>Candidates for Completion</b>
Opening Prayer	<b>(In Cebuano)</b>
School Hymn	
Opening Remarks and Welcome Message	<b>School Head</b>
Presentation of Candidates for Completion	<b>School Head</b>
Confirmation of Completers	<b>Schools Division Superintendent or his Authorized Representative</b>
Distribution of Certificates	<b>SDS, School Heads, et.al.</b>
Awarding of Academic Excellence And Other Awards	
Message of Gratitude	<b>Learner (Batch Representative)</b>
Introduction of the Guest Speaker	<b>Faculty Member</b>
Message	<b>Guest Speaker (Preferably an alumni of the school)</b>
Giving of Plaque/Certificate of Appreciation	<b>SDS and School Head</b>
Closing Remarks	<b>PTA President</b>
Recessional March	<b>Completers</b>

Remark: No more Master of Ceremony, Cuing/Voice Over should be used.





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SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 2.1 of Division Memorandum No. 270s. 2023.

**PRESCRIBED PROGRAM OF ACTIVITIES**

**II. Elementary**

Processional March	<b>Candidates for Moving-Up, Parents, Guest &amp; Teachers</b>
Pambansang Awit	<b>Candidates for Completion (In Cebuano)</b>
Opening Prayer	
School Hymn	
Opening Remarks	<b>School Head</b>
Welcome Message	<b>Student with Highest/High Honors</b>
Message	<b>Sarah Z. Duterte</b> DepEd Secretary
Presentation of Candidates for Graduation	<b>School Head</b>
Confirmation of Graduates	<b>Schools Division Superintendent or his Authorized Representative</b>
Distribution of Certificates	<b>SDS, School Heads, et.al.</b>
Awarding of Top 10 Graduates and Other Awardees	
Introduction of the Guest Speaker	<b>Faculty Member</b>
Message	<b>Guest Speaker (Preferably an alumni of the school)</b>
Giving of Plaque/Certificate of Appreciation	<b>SDS and School Head</b>
Pledge of Loyalty	<b>Student with High/Highest Honor</b>
Alma Mater and Graduation Song	<b>Graduates</b>
Closing Remarks	<b>PTA President</b>
Recessional March	<b>Completers</b>

Remark: No more Master of Ceremony, Cuing/Voice Over should be used.





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**SCHOOLS DIVISION OF EL SALVADOR CITY**

Enclosure No. 2.2 of Division Memorandum No. 270s. 2023.

**PRESCRIBED PROGRAM OF ACTIVITIES**

**III. Junior High School**

Processional March	<b>Candidates for Moving-Up, Parents, Guest &amp; Teachers</b>
Pambansang Awit	<b>Candidates for Completion (In Cebuano)</b>
Opening Prayer	
School Hymn	
Opening Remarks & Welcome Message	<b>School Head</b>
Presentation of Candidates for Graduation	<b>School Head</b>
Confirmation of Graduates	<b>Schools Division Superintendent or his Authorized Representative</b>
Distribution of Certificates	<b>SDS, School Heads, et.al.</b>
Awarding of Academic Excellence and Other Awards	
Message Of Gratitude	<b>With Highest/High Honors</b>
Introduction of the Guest Speaker	<b>Faculty Member</b>
Message	<b>Guest Speaker (Preferably an alumni of the school)</b>
Giving of Plaque/Certificate of Appreciation	<b>SDS and School Head</b>
Closing Remarks	<b>PTA President</b>
Recessional March	<b>Completers</b>

Remark: No more Master of Ceremony, Cuing/Voice Over should be used.



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Enclosure No. 2.3 of Division Memorandum No. 270s. 2023.

**PRESCRIBED PROGRAM OF ACTIVITIES**

**IV. Senior High School**

Processional March	<b>Candidates for Moving-Up, Parents, Guest &amp; Teachers</b>
Pambansang Awit	<b>Candidates for Completion (In Cebuano)</b>
Opening Prayer	
School Hymn	
Opening Remarks	<b>School Head</b>
Welcome Message	<b>Student with Highest/High Honors</b>
Message	<b>Sarah Z. Duterte</b> DepEd Secretary
Presentation of Candidates for Graduation	<b>School Head</b>
Confirmation of Graduates	<b>Schools Division Superintendent or his Authorized Representative</b>
Distribution of Certificates	<b>SDS, School Heads, et.al.</b>
Awarding of Top 10 Graduates and Other Awards	
Introduction of the Guest Speaker	<b>Faculty Member</b>
Message	<b>Guest Speaker (Preferably an alumni of the school)</b>
Giving of Plaque/Certificate of Appreciation	<b>SDS and School Head</b>
Pledge of Loyalty	<b>Student with High Honors/ With Honors</b>
Alma Mater & Graduation Song	<b>Graduates</b>
Closing Remarks	<b>PTA President</b>
Recessional March	<b>Graduates</b>

Remark: No more Master of Ceremony, Cuing/Voice Over should be used.



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SCHOOLS DIVISION OF EL SALVADOR CITY

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Enclosure 2.4 of Division Memorandum No. 270 s. 2023

**I. Kindergarten**

**PRESENTATION OF CANDIDATES** *(by the School Head)*

Good morning/afternoon!

*(Mention the name of the Confirming Officer)*

I have the honor to present to you the candidates for moving-up of (Name of the school) for this School Year 2022-2023, composed of \_\_\_ boys and \_\_\_ girls with a total of \_\_\_\_\_.

I hereby certify that these \_\_\_\_\_ candidates have satisfactorily complied all requirements of the enhanced basic education curriculum for Kindergarten as prescribed by the Department of Education.

Madam/Sir, they now await your confirmation.

**CONFIRMATION OF GRADUATION** *(by the Authorized Representative)*

By the authority vested upon me by the Department of Education as the authorized representative of our Schools Division Superintendent of the Division of El Salvador City, Dr. Randolph B. Tortola and as presented by the School Principal/School Head that these candidates for moving-up have satisfactorily complied the requirements of the enhanced basic education curriculum for Kindergarten, as prescribed by the Department of Education, I now confirm you completers of School Year 2022-2023.

Congratulations!







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**SCHOOLS DIVISION OF EL SALVADOR CITY**

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Enclosure 2.5 of Division Memorandum No. 270s. 2023

**I. Elementary**

**PRESENTATION OF CANDIDATES** *(by the School Head)*

Good morning/afternoon!

*(Mention the name of the Confirming Officer)*

I have the honor to present to you the candidates for graduation of (Name of the school) for this School Year 2022-2023, composed of \_\_\_ boys and \_\_\_ girls with a total of \_\_\_\_\_.

I hereby certify that these \_\_\_\_\_ candidates have satisfactorily complied all requirements of the enhanced basic education curriculum for Elementary as prescribed by the Department of Education.

Madam/Sir, they now await your confirmation.

**CONFIRMATION OF GRADUATION** *(by the Authorized Representative)*

By the authority vested upon me by the Department of Education as the authorized representative of our Schools Division Superintendent of the Division of El Salvador City, Dr. Randolph B. Tortola and as presented by the School Principal/School Head that these candidates for moving-up have satisfactorily complied the requirements of the enhanced basic education curriculum for Elementary, as prescribed by the Department of Education, I now confirm you graduates of School Year 2022-2023.

Congratulations!



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Enclosure 2.6 of Division Memorandum No. 270s. 2023

**I. Junior High School**

**PRESENTATION OF CANDIDATES** *(by the School Head)*

Good morning/afternoon!

*(Mention the name of the Confirming Officer)*

I have the honor to present to you the candidates for completion of (Name of the school) for this School Year 2022-2023, composed of \_\_\_boys and \_\_\_girls with a total of \_\_\_\_\_.

I hereby certify that these \_\_\_\_\_ candidates have satisfactorily complied all requirements of the enhanced basic education curriculum for Junior High School as prescribed by the Department of Education.

Madam/Sir, they now await your confirmation.

**CONFIRMATION OF GRADUATION** *(by the Authorized Representative)*

By the authority vested upon me by the Department of Education as the authorized representative of our Schools Division Superintendent of the Division of El Salvador City, Dr. Randolph B. Tortola and as presented by the School Principal/School Head that these candidates for moving-up have satisfactorily complied the requirements of the enhanced basic education curriculum for the Junior High School, as prescribed by the Department of Education, I now confirm you completers of School Year 2022-2023.

Congratulations!



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Enclosure 2.7 of Division Memorandum No. \_\_\_ s. 2023

**I. Senior High School**

**PRESENTATION OF CANDIDATES** *(by the School Head)*

Good morning/afternoon!

*(Mention the name of the Confirming Officer)*

I have the honor to present to you the candidates for graduation of (Name of the school) for this School Year 2022-2023, composed of:

*For the General Academic Strand: \_\_\_ male and \_\_\_ female with a total of \_\_\_*

*For the Science, Technology, Engineering and Mathematics: \_\_\_ male and \_\_\_ female with a total of \_\_\_*

*For the Accountancy, Business and Management: \_\_\_ male and \_\_\_ female with a total of \_\_\_*

*For the Humanities and Social Sciences: \_\_\_ male and \_\_\_ female with a total of \_\_\_*

*For the Technical-Vocational Track: \_\_\_ male and \_\_\_ female with a total of \_\_\_*

I hereby certify that these \_\_\_ candidates have satisfactorily completed the requirements of the enhanced basic education curriculum for Senior High School as prescribed by the Department of Education.

Madam/Sir, they now await your confirmation.

**CONFIRMATION OF GRADUATION** *(by the Authorized Representative)*

By the authority vested upon me by the Department of Education as the authorized representative of our Schools Division Superintendent of the Division of El Salvador City, Dr. Randolph B. Tortola and as presented by the School Principal/School Head that these candidates for moving-up have satisfactorily complied the requirements of the enhanced basic education curriculum for the Senior High School, as prescribed by the Department of Education, I now confirm you completers of School Year 2022-2023.

Congratulations!

