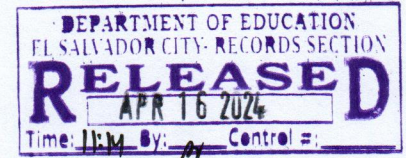


Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

April 12, 2024

DIVISION MEMORANDUM

No. 167, s. 2024

**END-OF-SCHOOL YEAR RITES 2023-2024**

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 Ceremony of the public elementary and secondary schools in the division for the School Year 2023-2024. See **Enclosure 1**.
2. For the prescribed program of activities and scripts for the presentation and confirmation of Completers and/or Graduates please see **Enclosures 2 and 3**.
3. Tarpaulin design including graduation messages from key officials can be accessed through the link [https://bit.ly/Tarp\\_otherdocs](https://bit.ly/Tarp_otherdocs)
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.






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

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5. Immediate and wide dissemination of this memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent  
M

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

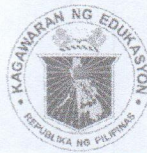
EOSY  
MOVING-UP  
COMPLETION  
GRADUATION



## ENCLOSURE 1

SCHOOLS	DATE	TIME	VENUE	ACTIVITY	IN-CHARGE
TAYTAY ELEMENTARY SCHOOL	May 29, 2024	7:00 AM-8:30 AM	TAYTAY ES COVERED COURT	Moving Up-Kindergarten	MELANIE M. LIGUTOM
SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	May 29, 2024	8:00 AM-9:00 AM	SFDAES COVERED COURT	Moving Up-Kindergarten	LINA C. BEJIGA
SAMBULAWAN ELEMENTARY SCHOOL	May 29, 2024	8:00 AM-9:00 AM	BRGY. SAMBULAWAN COVERED COURT	Moving Up-Kindergarten	ROQUE R. SABASAJE
COGON ELEMENTARY SCHOOL	May 29, 2024	8:00 AM-10:00 AM	COGON ES COVERED STAGE	Moving Up-Kindergarten	GENEVIEVE E. LUSTERIO
SINALOC ELEMENTARY SCHOOL	May 29, 2024	8:00 AM-10:00 AM	SINALOC ES COVERED STAGE	Moving Up-Kindergarten	MARIE JADE A. CACAYAN
HIMAYA NATIONAL HIGH SCHOOL	May 31, 2024	8:00 AM-12:00 NN	CITY GYMNASIUM	Grade 10 Completion	ANABELLE M. MAMA CLAY
SINALOC NATIONAL HIGH SCHOOL	May 29, 2024	8:00 AM-12:00 NN	LGU-AVR	Grade 10 Completion	MARIE JADE A. CACAYAN
HINIGDAAN NATIONAL HIGH SCHOOL	May 29, 2024	8:30 AM-12:00 NN	HINIGDAAN BRGY. COVERED COURT	Grade 10 Completion	LORNA H. ESTROSAS
EL SALVADOR CITY CENTRAL SCHOOL	May 29, 2024	9:00 AM-11:00 AM	ECCS COVERED COURT	Moving Up-Kindergarten	MARIEL B. UBAUB/ANALYN G. FABRIA
TAYTAY ELEMENTARY SCHOOL	May 29, 2024	9:00 AM-11:00 AM	TAYTAY ES COVERED COURT	Grade 6 Graduation	MELANIE M. LIGUTOM
KALABAYLABAY INTEGRATED SCHOOL	May 29, 2024	1:00 PM-3:00 PM	KALABAYLABAY IS COVERED COURT	Moving Up-Kindergarten	LINA C. BEJIGA
COGON NATIONAL HIGH SCHOOL	May 29, 2024	1:00 PM-3:00 PM	CITY GYMNASIUM	Grade 10 Completion	GENEVIEVE E. LUSTERIO
MOLUGAN CENTRAL SCHOOL	May 29, 2024	9:00 AM-12:00 NN	MOLUGAN ES COVERED COURT	Grade 6 Graduation	ASDS CONNIBEL C NISTAL
SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	May 29, 2024	9:00 AM-11:00 AM	SFDAES COVERED COURT	Grade 6 Graduation	LINA C. BEJIGA
COGON ELEMENTARY SCHOOL	May 29, 2024	10:00 AM-12:00 NN	COGON ES COVERED STAGE	Grade 6 Graduation	GENEVIEVE E. LUSTERIO
SAMBULAWAN ELEMENTARY SCHOOL	May 29, 2024	10:00 AM-12:00 NN	BRGY. SAMBULAWAN COVERED COURT	Grade 6 Graduation	ROQUE R. SABASAJE
SINALOC ELEMENTARY SCHOOL	May 29, 2024	10:00 AM-12:00 NN	SINALOC ES COVERED STAGE	Grade 6 Graduation	MARIE JADE A. CACAYAN
HINIGDAAN NATIONAL HIGH SCHOOL	May 29, 2024	1:00 PM-4:00 PM	HINIGDAAN BRGY. COVERED COURT	Grade 12 Graduation	SDS RANDOLPH B. TORTOLA
KALABAYLABAY INTEGRATED SCHOOL	May 29, 2024	3:00 PM-5:00 PM	KALABAYLABAY IS COVERED COURT	Grade 6 Graduation	ROLLY B. LABIS
SAMBULAWAN NATIONAL HIGH SCHOOL	May 29, 2024	1:00 PM-4:00 PM	BRGY. SAMBULAWAN COVERED COURT	Grade 10 Completion	ROQUE R. SABASAJE
HIMAYA NATIONAL HIGH SCHOOL	May 31, 2024	1:00 PM-5:00 PM	CITY GYMNASIUM	Grade 12 Graduation	SDS RANDOLPH B. TORTOLA
SINALOC NATIONAL HIGH SCHOOL	May 29, 2024	1:00 PM-5:00 PM	LGU-AVR	Grade 12 Graduation	MARIE JADE A. CACAYAN
BADIANGON ELEMENTARY SCHOOL	May 29, 2024	2:00 PM-3:30 PM	BADIANGON ES CAMPUS	Moving Up-Kindergarten	ANALYN G. FABRIA
COGON NATIONAL HIGH SCHOOL	May 29, 2024	3:00 PM-5:00 PM	CITY GYMNASIUM	Grade 12 Graduation	GENEVIEVE E. LUSTERIO
KIBONBON ELEMENTARY SCHOOL	May 30, 2024	8:00 AM-9:00 AM	KIBONBON ES COVERED COURT	Moving Up-Kindergarten	MARIE JADE A. CACAYAN
MOLUGAN CENTRAL SCHOOL	May 30, 2024	8:00 AM-10:00 AM	MOLUGAN ES COVERED COURT	Moving Up-Kindergarten	MELANIE M. LIGUTOM
BOLISONG ELEMENTARY SCHOOL	May 30, 2024	3:00 PM-5:00 PM	BOLISONG COVERED COURT	Grade 6 Graduation	MELANIE M. LIGUTOM
ULALIMAN ELEMENTARY SCHOOL	May 29, 2024	8:00 AM-10:00 AM	BARANGAY ULALIMAN COVERED COURT	Moving Up-Kindergarten	JOHN FRANKLIN DRESSER
KALABAYLABAY INTEGRATED SCHOOL	May 30, 2024	8:00 AM-12:00 NN	KALABAYLABAY IS COVERED COURT	Grade 10 Completion	ROLLY B. LABIS

AMOROS ELEMENTARY SCHOOL	May 30, 2024	8:30 AM-10:00 AM	AMOROS ES COVERED COURT	Moving Up-Kindergarten	ROQUE R. SABASAJE
HIMAYA ELEMENTARY SCHOOL	May 30, 2024	8:30 AM-10:00 AM	HIMAYA ES COVERED STAGE	Moving Up-Kindergarten	ANABELLE M. MAMACLAY
MOLUGAN NATIONAL HIGH SCHOOL	May 30, 2024	8:00 AM-11:00 AM	MOLUGAN NHS COVERED COURT	Grade 10 Completion	JOHN FRANKLIN DRESSER
EL SALVADOR CITY CENTRAL SCHOOL	May 30, 2024	9:00 AM-11:00 AM	ECCS COVERED COURT	Grade 6 Graduation	ASDS CONNIBEL C NISTAL
HINIGDAAN ELEMENTARY SCHOOL	May 30, 2024	8:00 AM-10:00 AM	HINIGDAAN ES COVERED STAGE	Moving Up-Kindergarten	LORNA H. ESTROSAS
PEDRO SA. BACULIO ELEMENTARY SCHOOL	May 30, 2024	8:00 AM-9:30 PM	PEDRO SA. ES MULTI-PURPOSE HALL	Grade 6 Graduation	MARGIE R. VALMORIA
EL SALVADOR CITY NATIONAL HIGH SCHOOL	May 30, 2024	9:30 AM-12:00 NN	CITY GYMNASIUM	Grade 12 Graduation	MARGIE R. VALMORIA
BOLISONG ELEMENTARY SCHOOL	May 30, 2024	1:00 PM-3:00 NN	BOLISONG COVERED COURT	Moving Up-Kindergarten	MELANIE M. LIGUTOM
SAMBULAWAN NATIONAL HIGH SCHOOL	May 30, 2024	10:00 AM-12:00 NN	BRGY. SAMBULAWAN COVERED COURT	Grade 12 Graduation	ROQUE R. SABASAJE
AMOROS ELEMENTARY SCHOOL	May 29, 2024	8:00 AM-12:00 NN	AMOROS ES COVERED COURT	Grade 6 Graduation	ROQUE R. SABASAJE
HIMAYA ELEMENTARY SCHOOL	May 30, 2024	10:30 AM-12:00 NN	HIMAYA ES COVERED STAGE	Grade 6 Graduation	ANABELLE M. MAMACLAY
HINIGDAAN ELEMENTARY SCHOOL	May 30, 2024	10:00 AM-12:00 NN	HINIGDAAN ES COVERED STAGE	Grade 6 Graduation	LORNA H. ESTROSAS
KIBONBON ELEMENTARY SCHOOL	May 30, 2024	1:00 PM-3:00 PM	KIBONBON ES COVERED COURT	Grade 6 Graduation	MARIE JADE A. CACAYAN
PEDRO SA. BACULIO ELEMENTARY SCHOOL	May 30, 2024	1:00 PM-2:30 PM	PEDRO SA. BACULIO ES MULTI-PURPOSE HALL	Moving Up-Kindergarten	MARGIE R. VALMORIA
ULALIMAN ELEMENTARY SCHOOL	May 29, 2024	1:00 PM-3:00 PM	BARANGAY ULALIMAN COVERED COURT	Grade 6 Graduation	JOHN FRANKLIN DRESSER
MOLUGAN NATIONAL HIGH SCHOOL	May 30, 2024	1:00 PM-4:00 PM	MOLUGAN NHS COVERED COURT	Grade 12 Graduation	ASDS CONNIBEL C NISTAL
EL SALVADOR CITY NATIONAL HIGH SCHOOL	May 30, 2024	2:30 PM-5:00 PM	CITY GYMNASIUM	Grade 10 Completion	MARGIE R. VALMORIA
SAN FRANCISCO DE ASIS NATIONAL HIGH SCHOOL	May 31, 2024	9:00 AM-12:00 NN	SAN FRANS COVERED COURT	Grade 10 Completion	LINA C. BEJIGA
SAN FRANCISCO DE ASIS NATIONAL HIGH SCHOOL	May 31, 2024	2:00 PM-4:00 PM	SAN FRANS COVERED COURT	Grade 12 Graduation	LINA C. BEJIGA



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

Enclosure No. 2 of Division Memorandum No. 164s. 2024.

**PRESCRIBED PROGRAM OF ACTIVITIES**

**I. Kindergarten**

Processional March  
(Pomp & Circumstance)

Candidates for Moving-  
Up, Parents, Guest &  
Teachers

Pambansang Awit

Candidates for Moving-Up

Opening Prayer

(In Cebuano w/ background music)

Opening Remarks and Welcome Message

School Head

Presentation of Candidates for Moving-Up

School Head

Confirmation of Candidates

Schools Division  
Superintendent or his  
Authorized Representative

Distribution of Certificates

SDS/Authorized Representative,  
School Head

Awarding of Academic Excellence  
And Other Awards

Message of Gratitude

Learner (Batch Representative)

Closing/Batch Song

(If available)

Closing Remarks

PTA President

Recessional March  
(Pomp & Circumstance)

Completers

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





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

Enclosure No. 2.1 of Division Memorandum No. 144s. 2024.

**PRESCRIBED PROGRAM OF ACTIVITIES**

**II. Elementary**

Processional March  
**(Pomp & Circumstance)**

**Candidates for Graduation-  
Up, Parents, Guest &  
Teachers**

Pambansang Awit

**Candidates for Graduation**

Opening Prayer

**(In Cebuano w/ background music)**

School Hymn

**(If available)**

Opening Remarks

**School Head**

Welcome Message

**Student with Highest/High  
Honors**

Message

**Sarah Z. Duterte**  
DepEd Secretary

Presentation of Candidates for Graduation

**School Head**

Confirmation of Graduates

**Schools Division  
Superintendent or his  
Authorized Representative**

Distribution of Certificates

**SDS and School Head**

Awarding of Top 10 Graduates and Other Awardees

Introduction of the Guest Speaker

**Faculty Member**

Message

**Guest Speaker (Preferably  
an alumnus of the school with stories  
of success)**

Giving of Plaque/Certificate of Appreciation

**SDS and School Head**

Pledge of Loyalty

**Student with High/Highest  
Honor**

Alma Mater and Graduation Song

**Graduates (Yesterday's Dream)**

Closing Remarks

**PTA President**

Recessional March

**Graduates**

**(Pomp & Circumstance)**

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





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

Enclosure No. 2.2 of Division Memorandum No. 164s. 2024.

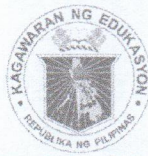
**PRESCRIBED PROGRAM OF ACTIVITIES**

**III. Junior High School**

Processional March <b>(Pomp &amp; Circumstance)</b>	<b>Candidates for Completion, Parents, Guest &amp; Teachers</b>
Pambansang Awit	<b>Candidates for Completion</b>
Opening Prayer	<b>(In Cebuano w/ background music)</b>
School Hymm	<b>(If available)</b>
Opening Remarks & Welcome Message	<b>School Head</b>
Presentation of Candidates for Completion	<b>School Head</b>
Confirmation of Graduates	<b>Schools Division Superintendent or his Authorized Representative</b>
Distribution of Certificates	<b>SDS and School Head</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 alumnus of the school with stories of success)</b>
Giving of Plaque/Certificate of Appreciation	<b>SDS and School Head</b>
Closing Remarks	<b>PTA President</b>
Recessional March <b>(Pomp &amp; Circumstance)</b>	<b>Completers</b>

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





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

Enclosure No. 2.3 of Division Memorandum No. 164 s. 2024.

**PRESCRIBED PROGRAM OF ACTIVITIES**

**IV. Senior High School**

Processional March <b>(Pomp &amp; Circumstance)</b>	<b>Candidates for Graduation, Parents, Guest &amp; Teachers</b>
Pambansang Awit	<b>Candidates for Graduation</b>
Opening Prayer	<b>(In Cebuano w/background music)</b>
School Hymn	<b>(If Available)</b>
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 and School Head</b>
Awarding of Top 10 Graduates and Other Awards	
Introduction of the Guest Speaker	<b>Faculty Member</b>
Message	<b>Guest Speaker (Preferably an alumnus of the school with stories of success)</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 (Glowing Inside)</b>
Closing Remarks	<b>PTA President</b>
Recessional March <b>(Pomp &amp; Circumstance)</b>	<b>Graduates</b>

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



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

*Transforming Schools,  
Forging Partners*







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

Enclosure 3 of Division Memorandum No. 164 s. 2024

**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 2023-2024, composed of \_\_\_boys and \_\_\_girls with a total of \_\_\_\_.

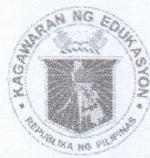
I hereby certify that these \_\_\_\_ candidates have satisfactorily complied with all requirements of the enhanced basic education curriculum for Kindergarten as prescribed by the Department of Education.

Madam/Sir, they now await your confirmation.

**CONFIRMATION OF MOVING-UP** *(by the Authorized Representative)*

By virtue of the authority vested on me by the Schools Division Superintendent, and upon the certification of Dr/Mr/Ms.\_\_\_\_\_, the School Principal/HT/TIC of \_\_\_(School Name)\_\_\_ that you have satisfactorily completed the requirements of the Enhanced Basic Education Curriculum for Kindergarten/Elementary/Junior High School/Senior High School, as prescribed by the Department of Education, I hereby confirm you completers/graduates of \_\_\_(Name of School)\_\_\_, Batch 2024.  
CONGRATULATIONS TO EVERYONE!





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

Enclosure 3.1 of Division Memorandum No. 104s. 2024

**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 2023-2024, composed of \_\_\_boys and \_\_\_girls with a total of \_\_\_\_.

I hereby certify that these \_\_\_\_ candidates have satisfactorily complied with 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 virtue of the authority vested on me by the Schools Division Superintendent, and upon the certification of Dr/Mr/Ms.\_\_\_\_\_, the School Principal/HT/TIC of \_\_\_(School Name)\_\_\_ that you have satisfactorily completed the requirements of the Enhanced Basic Education Curriculum for Kindergarten/Elementary/Junior High School/Senior High School, as prescribed by the Department of Education, I hereby confirm you completers/graduates of \_\_\_(Name of School)\_\_\_, Batch 2024.  
CONGRATULATIONS TO EVERYONE!





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

Enclosure 3.2 of Division Memorandum No. 167 s. 2024

**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 2023-2024, composed of \_\_\_boys and \_\_\_girls with a total of \_\_\_\_.

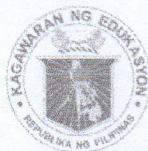
I hereby certify that these \_\_\_\_ candidates have satisfactorily complied with all requirements of the enhanced basic education curriculum for Junior High School as prescribed by the Department of Education.

Madam/Sir, they now await your confirmation.

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

By virtue of the authority vested on me by the Schools Division Superintendent, and upon the certification of Dr/Mr/Ms.\_\_\_\_\_, the School Principal/HT/TIC of \_\_\_(School Name)\_\_\_ that you have satisfactorily completed the requirements of the Enhanced Basic Education Curriculum for Kindergarten/Elementary/Junior High School/Senior High School, as prescribed by the Department of Education, I hereby confirm you completers/graduates of \_\_\_(Name of School)\_\_\_, Batch 2024.  
CONGRATULATIONS TO EVERYONE!





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

Enclosure 3.3 of Division Memorandum No. 169 s. 2024

**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 2023-2024, 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 virtue of the authority vested on me by the Schools Division Superintendent, and upon the certification of Dr/Mr/Ms. \_\_\_\_\_, the School Principal/HT/TIC of \_\_\_\_\_(School Name)\_\_\_\_\_ that you have satisfactorily completed the requirements of the Enhanced Basic Education Curriculum for Kindergarten/Elementary/Junior High School/Senior High School, as prescribed by the Department of Education, I hereby confirm you completers/graduates of \_\_\_\_\_(Name of School)\_\_\_\_\_, Batch 2024.  
CONGRATULATIONS TO EVERYONE!

