



Republic of the Philippines  
Department of Education  
Region XIII - CARAGA  
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

January 14, 2020

**DIVISION MEMORANDUM**

No. 12 s. 2020

TO : Assistant Schools Division Superintendent  
Chiefs- SGOD and CID  
Private Schools Coordinators  
Education Program Supervisor/ Coordinators for Private Schools  
School Heads of Private/ Colleges and Technical, Vocational Institutions  
This Division

FROM : *for* **KAREN L. GALANIDA, PhD., CESO VI**  
Schools Division Superintendent

SUBJECT : **DOCUMENTARY REQUIREMENTS FOR ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL OF THE ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL (SHS) OF GRADE 12 LEARNERS ENROLLED IN PRIVATE SCHOOLS/ COLLEGES AND TECHNICAL- VOCATIONAL INSTITUTIONS, SY: 2019- 2020**



Please find attached Regional Memorandum No. 026, s. 2020 dated January 10, 2020 entitled Documentary Requirements for the Approval of the Eligibility for Graduation from Senior High School (SHS) of Grade 12 Learners Enrolled in Private Schools/ Colleges and Technical- Vocational Institutions, SY: 2019 – 2020.

As highlighted in the attached memorandum, the issuance of Special Orders shall follow the same guidelines as stipulated in DepEd Order No. 88, s. 2020 or the Revised Manual of Regulations for Private Schools in Basic Education, except for the timeline of application for special orders. For those schools with June 2019 Opening of Classes, the deadline at the Regional Office for the Special Order Application from the SDOs will be on March 20, 2020 while for schools with August 2019 Opening of Classes, the deadline at the RO will be on May 8, 2020.

Documentary requirements for the application of special orders are stipulated in RM no. 016, s. 2019 dated January 14, 2019. These requirements will be submitted at the SDOs to support the SO application but only the SPECIAL ORDER GRADUATION FORM 9 and ACCOMPLISHED STUDENTS' EVALUATION FORM (both in three copies) shall be forwarded to the Regional Office. Please see attachments 1 and 2 for the sample of the forms.

Immediate and widest dissemination of this memorandum is highly desired.



Address : M. Ortiz St., Brgy. Washington, Surigao City  
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January 10, 2020

**REGIONAL MEMORANDUM**

No. 026, s. 2020

**DOCUMENTARY REQUIREMENTS FOR ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL OF THE ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL (SHS) OF GRADE 12 LEARNERS ENROLLED IN PRIVATE SCHOOLS/COLLEGES AND TECHNICAL-VOCATIONAL INSTITUTIONS, SY: 2019-2020**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisor/Coordinators for Private Schools  
School Heads of Private/Colleges and Technical, Vocational Institutions  
This Region

1. The Regional Office through Quality Assurance Division is responsible to issue Special Orders to schools that were issued provisional permits for the graduation of qualified Grade 12 Learners.
2. The issuance of Special Orders shall follow the same guidelines stipulated in DepEd Order No. 88, s. 2010 or the Revised Manual of Regulations for Private Schools in Basic Education, except for the timeline of application for special orders.
3. Applications for Special Orders of Qualified Grade 12 Learners shall be filed by the school through the Schools Division Offices (SDOs) and endorsed to RO for processing/approval of the Special Order following the timelines, to wit:

Activities	Timeline
<b>JUNE 2019 OPENING OF CLASSES</b>	
1. SDOs Processing of Special Order	February 3, 2020 to March 13, 2020
2. RO deadline of Special Order Application from SDOs	March 20, 2020
3. RO Processing/Approval of Special Order Application	March 23, 2020 to April 2, 2020
4. End of Classes per DO No. 007, s. 2019	April 3, 2020
5. RO Processing of Applications for the Late Submission not Later than April 3, 2020.	April 6, 2020 to April 17, 2020
6. RO Issue Letter to Schools for Revocation of their Provisional Permit for Non-Compliance to DepEd Policies and Guidelines. The school shall make a reply to the letter sent by RO within 15 days stating their reasons for non-compliance.	April 20, 2020 to April 31, 2020
<b>AUGUST 2019 OPENING OF CLASSES</b>	
1. RO Deadline Of Special Order Application from SDOs	May 8, 2020



2020-01-0391

DCC No.: DepEdRO13-F-REC-013/R2/9-4-2019



ISO 9001:2015 CERTIFIED  
Certificate No.:  
UAE/QMS/2019/1938



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2. RO Processing/Approval of Special Order Application.	May 11, 2020 to May 22, 2020
3. RO Issue Letter to Schools for Revocation of their Provisional Permit for Non-Compliance to DepEd Polices and Guidelines	May 25, 2020 to May 29, 2020

4. Non-submission of the Special Orders of the concerned schools are governed with the policies and guidelines of DepED. In Section 29 on the Rules and Regulations Governing Private Schools in Private Education, the permit issued to a school is valid only for a specific educational program and shall remain VALID until formally REVOKED by the Department. In Section 34, the REVOCATION of the permit issued to the schools shall be imposed for appropriate sanctions against responsible school officials if VIOLATION OF DEPED ORDERS OR REGULATIONS is committed by the school such as the issuance of Special Orders to Grade 12 Learners on their graduation.

5. In DepEd Order No. 10, s. 2018, issuance of Special Orders is applicable only for Private Schools/Colleges and Technical Vocational Institutions (TVIs) and not for State/Local Universities and Colleges.

6. The school's application for Special Order for Graduation Form (Form 9) must be supported with the following documentary requirements:

- a. Endorsement from the Schools Division Superintendent;
- b. Accomplished Special Order for Graduation Form (Form 9);
- c. Letter of Recommendation from the School Registrar/ School Principal or Administrator/School Committee for Checking of Documents on the Candidates for graduation of the particular school year;
- d. Certified True Copy of the Student's Permanent Record (SF10-JHS) of the last school attended;
- e. Certified True Copy of the Student's Permanent Record (SF10-SHS) of the school attended;
  - e.1 SF10-SHS grades to be reflected is from Grade 11 (1st Sem. & 2nd Sem) and Grade 12 (1st Sem. & 2nd Sem – 1st Quarter Grade);
- f. Certified True Copy of the Student's Permanent Record (SF10-SHS) of the latter school, if the student is a transferee from another school;
- g. Certification from the School Registrar/School Principal, if the student is taking summer classes to another school or a cross enrollee of another school;
- h. Accomplished Student Evaluation Form which contains the names of all Student-Recipients of Certificates of Diploma (specify the subjects earned – applied, core, specialized, elective, and institutional subjects – and specify SHS Program Track/Strand/Specialization and NC for the TVL Track – if done);
- i. Verified copy of the original NSO/PSA Birth Certificate from the School Registrar/School Head or Certified True Copy of the NSO/PSA Birth Certificate from the PSA/NSO for Filipino Citizen Students; and
- j. If the student is not a Filipino Citizen, submit copies of the birth certificate from a foreign country, alien certification of registration and certification from the Bureau of Immigration.

7. All documents submitted by the schools shall be retained in the SDO except, SPECIAL ORDER GRADUATION FORM 9 and ACCOMPLISHED STUDENTS' EVALUATION FORM (both in three copies) shall be forwarded to the Regional Office. If discrepancy is observed, it will be endorsed back to the SDO for schools compliance.

8. The signatories of the forms in the SDOs and RO are as follows:  
**SPECIAL ORDER GRADUATION FORM (FORM 9)**

Enrolment Checked by: As designated by the SDS  
SF5B – SHS Checked by: Division SHS Coordinator  
Verified against Original: Chief CID and Chief SGOD

Check and Evaluated by: VIRGINIA A. SEÑA, Ed.D.  
EPS, QAD  
Noted by: GILBERT L. GAYRAMA, Ph.D.  
Chief, QAD

**ACCOMPLISHED STUDENTS EVALUATION FORM**

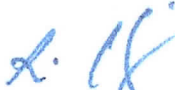
Checked by: Division SHS Coordinator  
Recommending Approval: Chief CID and Chief SGOD


9. The standard paper size, color, and font style shall be A4 size Cream Color Canon Paper with fontstyle of Calibri and fontsize of 11. The arrangement of names shall be genderized from Male to Female and list the name of the learner's for graduation in alphabetically arranged (LAST NAME, First Name, and Middle Name) with only twenty (20) students listed in the Special Order and Accomplished Students' Evaluation Form.

10. The approved Special Order shall be send through Courier by the Records Unit of the Regional Office. The schools shall make some follow-up as to the status of their SO Application to the SDOs given the timeline set by RO in terms of processing/approval of SO Application.

11. Attached herewith is the Special Order Graduation Form (Form 9) and Accomplished Students' Evaluation Form for Senior High School and can be downloaded at <https://tinyurl.com/specialorder-2020>.

12. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

  
**FRANCIS CESAR B. BRINGAS, CESO V**  
Director III

OIC – Office of the Regional Director 

GAD/edm  
01/10/2019

Incl: as stated

Reference: DepEd Order No. 10, s. 2018, DepEd Order No. 88, s. 2010  
DepEd Order No. 11, s. 2011, DepEd Order No. 114, s. 1991  
MECS Order No. 48, s. 1986

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

DOCUMENTS      GUIDELINES      GRADUATION      PRIVATE SCHOOLS      SPECIAL ORDER



Date \_\_\_\_\_

**SPECIAL ORDER (A)**

No. RO – XIII - \_\_\_\_\_, s. 2020

Caraga Region

On the basis of the records submitted by the **FATHER SATURNINO URIOS UNIVERSITY**, Ambangan, Libertad, Butuan City approved for the eligibility for the graduation of the following Senior High School Students is hereby granted and made a matter of records upon successful completion with the requirements of the K to 12 Basic Education Curriculum.

**MALE**

1. ALARCOS, Randy Marcellones
2. ALINGASA, Sean Erik Galgo
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**FEMALE**

11. BALINGASA, April Joy Maceda
12. BRILLANTES, Kaye Abad
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

- Valid for twenty (20) students only -

The foregoing approval is valid only for April, 2020. The approval for any one candidate for graduation in Senior High School is automatically cancelled if he/she does not complete the full requirements of the course on the date specified, and is subject to revocation if the records upon which the approval is based are later found not correct.

For the Secretary of Education

**FRANCIS CESAR B. BRINGAS, CESO V**  
OIC – Regional Director

**NOT VALID WITHOUT SEAL OR  
WITH ERASURE OR ALTERATION**

Enrollment Checked by: \_\_\_\_\_  
SDO Designation

Checked and Evaluated by: **VIRGINIA A. SEÑA, Ed.D.**  
EPS, QAD

SF5B – SHS Checked by: \_\_\_\_\_  
SDO Designation

Verified against Original: \_\_\_\_\_  
Chief, SDO  
\_\_\_\_\_  
Chief, CID

Noted by: **GILBERT L. GAYRAMA, Ph.D.**  
Chief, QAD





**SAINT THERESA COLLEGE OF TANDAG, INC.**  
 Cor. Magsaysay & Quezon Streets, Tandag City, Surigao del Sur



**ACCOMPLISHED STUDENT'S EVALUATION FORM**

Name	Year Completed in Junior High School (JHS)	Subjects Earned in Senior High School (SHS)					Track/Strand
		Core	Applied	Elective	Specialization	Institutional	
<b>MALE</b>							
1. ALARCOS, Randy Marcellones	SY: 2016-2017	15	7		9		Academic: STEM
2. ALINGASA, Sean Erik Galgo	SY: 2016-2017	15	7		9		Academic: ABM
3.							
4.							
5.							
6.							
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12.							
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14.							
15.							
16.							
17.							
18.							
19.							
20.							

Prepared by:

Reviewed by:

\_\_\_\_\_  
 School Registrar

\_\_\_\_\_  
 Principal

Checked by:

Recommending Approval:

Approved:

\_\_\_\_\_  
 Education Program Supervisor  
 Superintendent

\_\_\_\_\_  
 Chief, CID

\_\_\_\_\_  
 Schools Division Superintendent

\_\_\_\_\_  
 Chief, SGOD