



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
SCHOOLS DIVISION OF SURIGAO CITY
M. Ortiz St., Brgy. Washington, Surigao City



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February 20, 2019

DIVISION MEMORANDUM

No. 1, s. 2019

SCHOOL YEAR 2018-2019 K TO 12 BASIC EDUCATION PROGRAM END OF SCHOOL YEAR RITES

TO: *Chiefs, CID and SGOD*
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Principals/School Heads
This Division



1. Please find attached herewith DepEd Order No. 002, s. 2019 re School Year 2018-2019 K to 12 Basic Education Program End of School Year Rites, and this Office reiterates the Year-End Graduation Rites policies to all public and private elementary and secondary schools of the Division.
2. The field is hereby informed also of the following schedules, to wit:
 - **March 14 – 15, 2019** – Fourth Quarter Examination for Grades 6 and 12
 - **March 18-19, 2019** – School/District Level Checking of Forms for Grades 6 and 12
 - **March 20-22, 2019** – **Division Level Checking of Forms for Grades 6 and 12**
 - **March 21 – 22, 2019** - Fourth Quarter Examination for Lower Grades
 - **March 25-26, 2019** – School/District Level Checking of Forms for Lower Grades
 - **March 27-29, 2019** – **Division Level Checking of Forms for Lower Grades**
 - **April 1 – 5, 2019** – Graduation Rites for Grades 6 and 12/Moving-Up Ceremonies for Non-graduating Pupils/Students
3. The members of the Division Checking Committee are as follows:

DISTRICT	ASSIGNED CID STAFF/CHECKERS	ASSIGNED SGOD STAFF/CHECKERS
1	DR. MARINO L. PAMOGAS	CHIEF ELIZABETH S. LARASE SEPS JEANIT C. BESINGA
2	PSDS SALVADOR V. ACEDILLA, DR. NOEMI D. LIM	SEPS RACQUEL G. CULTURA
3	PSDS INDAY ROBBIE A. CUBILLAN, DR. LINDA T. GERALDINO	PDO FARRAH C. CONIATE
4	PSDS CLAIRE ELOISE V. ORTEGA, DR. VILMA L. GORGONIO	PDO JOSEPHINE L. BUENO
5	PSDS MARIDEL E. EDERA, DR. MARILYTTE N. ENSOMO	SEPS FRITZY GAY S. LUSICA
6	PSDS SAMMY D. ALTRES, DR. FILIPINA F. MEEHLEIB	MRS. ANA JIN S. NAMUAG
7	PSDS MERLINDA A. GESTA, DR. JULIA T. PAQUEO	MR. PAUL P. AJOS
8	PSDS MARCELINO D. BORJA, DR. TESSIE C. DOLORES	MISS JAYLLIAN SULAPAS
9	PSDS VONN B. FABELLO, DR. ANGELINE R. VILLASOR	MISS MEDELINE BUSIO
10	PSDS ZOSIMO H. LOPEZ, JR., EPS RICKY L. PEDRALBA	ENGR. JHONMARK L. GORGONIO
PRIVATE SCHOOLS	DR. CARLO P. TANTOY, DR. NOEMI D. LIM, EPSA LUCILLE L. VIAJAR	DR. JENNIFER A. JOVITA MISS MEDELINE BUSIO (Alternate)

4. Teachers, School Heads/Principals and Division Checkers are reminded to revisit/review DepEd related issuances such as *DepEd Order No. 8, s. 2015 – Policy Guidelines on Classroom Assessment of K to 12 BEP*, *DepEd Order No. 36, s. 2016 - Policy Guidelines on Awards and Recognition of K to 12 BEP*, and *DepEd Order No. 58, s. 2017 – Adoption of New Forms for Kindergarten, SHS, ALS, H & N, and Permanent Records*.
5. Advisers are reminded to bring all the necessary DepEd Records and Forms (Class Records, Grading Sheets, Form 138, Form 137, School Forms, Individual MOVs of Honor Pupil/Student, etc.) during checking period.
6. Proof of Completion, Parts of the Graduation Rites and Ceremonial Speeches during the Presentation, Recommendation and Confirmation of Graduates/Completers are found in Enclosures 1, 2 and 3 respectively.
7. The CID and SGOD Staff in the Division Level Checking are also assigned as Monitoring Team members during Graduation/Completion Rites and Moving-up Ceremonies in every District.
8. Immediate and wide dissemination of this Memorandum is desired.

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FLORENCE E. ALMADEN, CESE
OIC-Schools Division Superintendent

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Encls.:

As stated

References:

DepEd Order No. 002, s. 2019

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

BASIC EDUCATION
CERTIFICATE
DIPLOMA
GRADUATION
LEARNERS
POLICY
SCHOOLS

FEA/cpt'19