



DEC 21 2015

DIVISION MEMORANDUM
No. 861, s. 2015

DOCUMENTARY REQUIREMENTS FOR THE ISSUANCE OF SPECIAL ORDER FOR GRADUATION/COMPLETION FOR THE PRIVATE SECONDARY SCHOOLS

TO : Assistant Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads
Heads, Private Secondary Schools

1. Attached is Regional Memorandum No. 737, s. 2015, entitled, **DOCUMENTARY REQUIREMENTS FOR THE ISSUANCE OF SPECIAL ORDER FOR GRADUATION/ 1. COMPLETION FOR THE PRIVATE SECONDARY SCHOOLS**, for your reference and guidance.
2. All concerned private schools are now advised to prepare their Form 9 documents in two (2) copies for checking. All private schools are directed to follow strictly the required supporting documents. Checking of Form 9 will be announced later.
3. For details, please refer to the attached memorandum.
4. Immediate and strict compliance of the content of this Memorandum is enjoined.

RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. 737, Series of 2015

DEC 09 2015

DOCUMENTARY REQUIREMENTS FOR THE ISSUANCE OF SPECIAL ORDER FOR GRADUATION/COMPLETION FOR THE PRIVATE SECONDARY SCHOOLS

To: Schools Division Superintendents/Officers-in-Charge of Schools Divisions
Assistant Schools Division Superintendents
School Governance and Operation Division Chiefs
Division Supervisors/Coordinators for Private Schools
Presidents, School Registrars, School Heads/Administrators of Private Secondary Schools
All Others Concerned

1. Pursuant to DepEd Order No. 88, s. 2010 dated June 24, 2010 entitled "2010 Revised Manual of Regulations for Private Schools in Basic Education" specifically on Title VI- Graduation, Sections 148 to 151, all private secondary schools' applications for Special Order for Graduation/Completion (Form 9) must be supported with the following documentary requirements enumerated below:

- 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 of the Candidates for Graduation of the particular School Year;
- d. List of the Names of all Student-Recipients of Certificates and Diplomas;
- e. Certified True Copy of the Secondary Student's Permanent Record of the Last School Attended;
- f. Certified True Copy of the Secondary Student's Permanent Record 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. 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 National Statistics Office for Filipino citizen students, if the student is a 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; and
- i. Accomplished Student Evaluation Form with signatures of the School Registrar/Principal/ Administrator/President and the Division Supervisor-in-Charge of Private Schools.


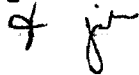
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"ESD 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

2. Private secondary schools must indicate clearly, completely and accurately in the **Special Order for Graduation/Completion** form the academic secondary course that the student had completed or graduated (**Junior High School Course or Senior High School Course**), complete name of the candidate(s) for graduation/ completion (last name, first name and middle name), gender of the candidate(s), month and year of graduation and the number of students listed in the said form.

3. For further information, one may call Dr. Milagros C. Gabia, Chief of the Quality Assurance Division, at telephone number: (032)-2311071.

4. Wide and immediate dissemination of this Memorandum is directed.


JULIET A. JERUTA
Director III
Officer-in-Charge
Office of the Regional Director


JAJ/MCG/jksb
QAD