



January 25, 2016

DIVISION MEMORANDUM

No. 053, s. 2016

**ANNOUNCING THE SCHEDULE AND VENUE OF THE DIVISION
CLUSTERED CHECKING OF FORM 9 FOR PRIVATE SCHOOLS**

TO : Assistant Superintendents
Division Supervisors/Coordinators
Private School Administrators, Principals and Registrars

1. As part of our effort to expedite the checking of forms for private schools, this Office announces the schedule and venue of the clustered checking of form 9 for secondary private schools of the province, to wit:

No.	Area	Schedule	Venue
1	Northeast Area	February 2, 2016	Room 17, Ecotech Center, Cebu City
2	Northwest Area	February 3, 2016	Room 17, Ecotech Center, Cebu City
3	Southeast Area	February 4, 2016	Room 17, Ecotech Center, Cebu City
4	Southwest Area	February 5, 2016	Room 17, Ecotech Center, Cebu City

2. All concerned schools are likewise informed of the composition of the **Checking Committee** for Private Schools, to wit:

- Ms. Remedios Duran	- Chairperson
- Ms. Charito Alagbay	- Member
- Ms. Nelia Arquillano	- Member
- Ms. Violeta Dabalos	- Member
- Mr. Leo Illiot	- Member
- Mrs. Nila N. Garcia	- Member

3. All school guidance counselors/registrars shall bring along with them, for purposes of the checking, two (2) folders containing duly authenticated documents as required in Division Memorandum No. 861 s. 2015.

4. All schools are strictly enjoined to follow the above cited schedules and venue. There will be no special checking anymore. For more information and inquiries, you may text or call Mr. Isaiash T. Wagas through cell no. 09158002390 or (032) 3616432.

5. Travelling, board and lodging expenses of the checking committee shall be chargeable against **CEDAPSA Funds**, subject to its availability and the usual accounting standards and regulations. While travelling and other incidental expenses of the division representatives shall be chargeable against the division funds.
6. This Memorandum shall serve as the **Travel Authority** of all the personnel involved in the checking.
7. For the information, guidance and compliance of all concerned.
8. Immediate and wide dissemination of this Memorandum is desired.


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

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-

7457

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Disbursing Section: (032) 255-4401
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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

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**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.



Office of the Director (ORDin), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"ESD 2015: Kapanatagan 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



No.	Name of School	Address	Remarks
1	Saint Augustine Academy, Inc.	Poblacion, Alcantara	
2	Argao Center for Science Learning, Inc.	Lamacan, Argao	
3	Christian Learning Center of Argao, Inc.	Poblacion, Argao	
4	Saint Michael School, Inc.	Poblacion, Argao	
5	Saint Peter Academy of Alegria, Inc.	Poblacion, Alegria	
6	Isler's Superior High School, Inc.	Poblacion, Asturias	
7	Jayme Moncado Institute of Technology, Inc.	Poblacion, Asturias	
8	Saint James Academy, Inc.	Poblacion, Badian	
9	Little Angels Montessori School of Cebu, Inc.	Sto. Nino, Balamban	
10	St. Francis Academy, Inc.	Sto. Nino, Balamban	
11	University of San Jose-Recoletos Balamban Campus, Inc.	Arpili, Balamban	
12	Bantayan Southern Institute, Inc.	Bantigue, Bantayan	
13	Saint Paul Academy, Inc.	Suba, Bantayan	
14	Santa Ana Academy, Inc.	Poblacion, Barili	
15	Shelomith Learning Center, Inc.	Poblacion, Barili	
16	Patronage of Mary Development School, Inc.	Poblacion, Boljoon	
17	Don Emilio Osmena Memorial High School, Inc.	Sagay, Borbon	
18	Carmen Christian School, Inc.	Poblacion, Carmen	
19	Cebu Academy, Inc.	Poblacion, Carmen	
20	St. Joseph's Academy, Carmen, Cebu, Inc.	Poblacion, Carmen	
21	G. Jurado Foundation School, Inc.	Flores, Catmon	
22	Passionist Sisters' School, Inc.	Catmon Daan, Catmon	
23	St. William Cooperative School, Inc.	Poblacion, Catmon	
24	AFM Compostela Learning Center, Inc.	Estaca, Compostela	
25	Luke Christian Institute, Inc.	Canamucan, Compostela	
26	San Sebastian Learning School, Inc.	Cogon, Compostela	
27	St. Louisse Academy, Inc.	Cogon, Compostela	
28	University of the Visayas, Compostela Campus	Poblacion, Compostela	
29	Dominican School of Cebu, Inc.	Pitogo, Consolacion	
30	Lively Stones Highest Academy, Inc.	Jugan, Consolacion	
31	Livingstone Christian Academy, Inc.	Tayud, Consolacion	
32	Mount Olives Christian Academy, Inc.	Casili, Consolacion	
33	Our Lady of Joy Learning Center, Inc.	Jugan, Consolacion	
34	Our Lady of Rule Catholic Learning School, Inc.	Jugan, Consolacion	
35	Paraclete Learning Center, Inc.	Pitogo, Consolacion	
36	San Narciso School of Consolacion, Cebu, Inc.	Occidental, Consolacion	
37	Schildknecht Playgroup and Learning Center, Inc.	Cansaga, Consolacion	
38	Shimri Christian School, Inc. (Formerly Sakgaw Learning Center)	Jugan, Consolacion	
39	Sotero B. Cabahug Forum for Literacy, Inc.	Pulpogan, Consolacion	
40	Benthel Asia School of Technology, Inc.	Gabi, Cordova	
41	Cordova Catholic Cooperative School, Inc.	Poblacion, Cordova	
42	Saint Dominic Savio School of Lapulapu, Inc.	San Miguel, Cordova	
43	San Roque Child Development School, Inc.	Gabi, Cordova	
44	Bright Minds in Action Learning Village, Inc.	Poblacion, Daanbantayan	
46	Constancio P. Go Memorial Learning Center, Inc.	Poblacion, Daanbantayan	
47	Daanbantayan Learning Center, Inc.	Poblacion, Daanbantayan	
48	Dover Academic Center for Excellence, Inc.	Poblacion, Daanbantayn	
49	Integrated School of Science - Cebu Branch, Inc.	Tapilon, Daanbantayan	
50	La Concordia Montessori Learning Center, Inc.	Tapilon, Daanbantayn	
51	St. Isidore Labrador Child Development Center, Inc.	Maya, Daanbantayan	
52	St. Martin de Porres Academy, Inc.	Poblacion, Daanbantayan	
53	St. Mary's Academy of Dalaguete Cebu, Inc.	Poblacion, Dalaguete	
54	Little Flower School, Inc.	Poblacion, Dumanjug	
55	Holy Trinity College, Inc.	San Roque, Ginatilan	
56	La Consolacion College - Liloan	Poblacion, Liloan	
57	San Roque Child Development School, Inc.	Yati, Liloan	
58	Adonai Asian Academy, Inc. (Day)	Yati, Liloan	

59	Adonai Asian Academy, Inc. (Night)	Yati, Liloan	
60	Bright Minds in Action Learning Vilage, Inc.	Tayud, Liloan	
61	Academia del Christifidelis, Inc.	Tayud, Liloan	
62	Divine Life Institute of Cebu, Inc.	Yati, Liloan	
63	GT Northeast Academy, Inc. (GT Bright Academy, Inc.)	Tayud, Liloan	
64	Discovery Center for Active Prodigies, Inc. (Salome Reroma...)	Catarman, Liloan	
65	Cebu Northplains College, Inc.	Mancilang, Madridejos	
66	Salazar Colleges of Science and Institute of Technology, Inc.	Poblacion, Madridejos, Cebu	
67	Villacarlos Academy, Inc.	Bunacan, Madridejos	
68	Perpetual Succour Academy, Inc.	Poblacion II, Malabuyoc	
69	St. Paul School of Medellin, Inc.	Poblacion, Medellin	
70	BD Child Care and Learning Center, Inc.	Tunggaan, Minglanilla	
71	David-Solomon Learning Foundation, Inc.	Lipata, Minglanilla	
72	Immaculate Heart of Mary Academy of Minglanilla, Cebu, Inc.	Poblacion, Minglanilla	
73	Mary Help of Christian School (Cebu), Inc.	Tunggaan, Minglanilla	
74	Mary Our Help Technical Institute for Women (Cebu), Inc.	Tunggaan, Minglanilla	
75	Montessori Academy of Southern Cebu, Inc.	Lower Calajo-an, Minglanilla	
76	Southern Bethany Christian School of Minglanilla, Inc.	Tunggaan, Minglanilla	
77	St. Cecilia's College – Cebu, Inc.	Poblacion, Minglanilla	
78	The Sisters of Mary School Boystown, Inc.	Tungkop, Minglanilla	
79	Three H Childhood Academy, Inc.	Tungkil, Minglanilla	
80	University of the Visayas – Minglanilla Campus, Inc.	Poblacion, Minglanilla	
81	Moalboal Christian School, Inc.	Tunga, Moalboal	
82	Our Lady of Mount Carmel Learning Center, Inc.	Tunga, Moalboal	
83	San Juan High School of Moalboal, Cebu, Inc.	Poblacion, Moalboal	
84	St. Mary's Academy of Oslob, Cebu, Inc.	Poblacion, Oslob	
85	Sta. Monica Academy –AR of Pinamungajan, Cebu, Inc.	Poblacion, Pinamungajan	
86	Camotes Hillside Academy, Inc.	West Poblacion, Poro	
87	Camotes Visayan Institute, Inc.	Eastern Poblacion, Poro	
88	Our Lady Academy, Inc.	Poblacion, Ronda	
89	Saint Pius X School of Samboan, Inc.	Poblacion, Samboan	
90	Christian Temple Learning Center, Inc.	Sangat, San Fernando	
91	Inland Academy, Inc.	Pitalo, San Fernando	
92	Notre Dame Academy of San Fernando, Cebu, Inc.	Poblacion, San Fernando	
93	Campillo Progressive School, Inc.	Western Pob., San Francisco	
94	Lyceum de Cebu, Inc. (Santander Branch)	Poblacion, Santander	
95	Golden Brains Development Schools, Inc.	Poblacion, Sibonga	
96	Our Lady of Lindogon Foundation School, Inc.	Lindogon, Sibonga	
97	Our Lady of the Pillar Academy of Sibonga, Inc.	Poblacion, Sibonga	
98	Juan Dosado Memorial School, Inc.	Bagatayam, Sogod	
99	Saint Therese of the Child Jesus School of Damolog, Inc.	Damolog, Sogod	
100	Sto. Niño Smart-Child Learning Center, Inc.	Bawo, Sogod	
101	Blessed Mary Mackillop School, Inc. (formerly Blessed Mother)	Poblacion, Sta. Fe	
102	Tabogon Roosevelt High School, Inc.	Ilihan, Tabogon	
103	Patronage of Mary Development School, Inc.	Poblacion, Tuburan	
104	St. Anthony's Academy of Tuburan, Inc.	Poblacion, Tuburan	
105	Immaculate Concepcion Institute of Tudela, Inc.	Poblacion, Tudela	