



February 16, 2016

DIVISION MEMORANDUM

No. 085, s. 2016

**SUBMISSION OF FORM 9 FOR PRIVATE SCHOOLS WITH DOCUMENTARY COMPLIANCE
AND CORRECTIONS OF ENTRY AND OTHER RELATED CONCERNS**

TO : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
Private School Administrators, Principals and Registrars

1. In compliance with Regional Memorandum No. 95 s. 2016 particularly paragraph 1 & 2 thereof, which states,

*“Effective immediately, all applications for issuance of Special Order (SO) for Graduation/Completion with supporting pertinent documents submitted by private secondary schools must be **rechecked, verified and quality assured** by the **Division Checking Committee for Special Order Applications** as to **completeness, correctness, authenticity, verifiability, validity and accuracy** before these special order applications will be forwarded to the Regional Office.”*

*“The Division Checking Committee must **recheck, verify and sign** on the Special Order (SO) forms as to **course of the candidates, enrollment for each grade/year level and evaluation of the supporting documents** such as certified/original copy of the student permanent record, original copy of the accomplished student evaluation form, certified/verified or original copy of the student records from a foreign country for transferees and foreign students, verified/certified or original copy of the NSO birth certificate, verified/certified or original copy of the birth certificate of a foreign country if alien, photocopy of the summer permit, list of the names of all student-recipients of certificates/diplomas recommended by the checking committee, school registrar, administrator or principal and other supporting documents.”*

2. In view of the foregoing, the **Division Checking Committee for Private Schools** created under Division Memorandum No. 53 s. 2016 will convene on February 22 & 23, 2016 at Room 511 of Hotel Fortuna, Cebu City to check the remaining form 9 and those with compliance. The Committee will also sign all form 9 with no compliance at all.

3. All Private school concerns are required to send their School Registrars/Guidance Counsellors for the checking. They are to bring all required documents enumerated under Division Memorandum No. 861 s. 2015 and Regional Memorandum No. 95 s. 2016.

4. All Private Schools are reminded of the provisions of DepEd Order No. 88 s. 2010 particularly Section 149, which states among others that, “*Except otherwise as may be allowed by regulation issued by the Secretary, **no private school** may issue any certificate or diploma, or*

confer any title or degree, upon any student until after his eligibility to graduate shall have been certified by the Secretary or his duly authorized representative through the corresponding special order."

5. Travelling, board and lodging, honoraria and other incidental expenses of the Checking Committee are chargeable against **CEDAPSA funds**, while travelling and other incidental expenses of the school representatives are chargeable against private school funds.

6. This Memorandum shall serve as **Travel Authority** of the Checking Committee members and school representatives.

7. Wide and immediate dissemination and strict compliance of this Memorandum is directed.


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