



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



March 17, 2016

**Division Memorandum**  
No. 138 s. 2015

**CLARIFICATIONS AND ADDITIONAL INFORMATION TO DEPED ORDER NO. 7,  
S. 2016 (School Year (SY) 2015-2016 End of School Year Rites)**

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

1. Attached is DepED Order No. 15, S. 2016 dated March 17, 2016, entitled, **Clarifications And Additional Information to DepEd Order No. 7, S. 2016 (School Year (SY) 2015-2016 School Year Rites)**, for the guidance and information of all concerned.
2. For details, refer to the attached DepED Order.
3. Immediate and wide dissemination of this Memorandum is desired.

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

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Republic of the Philippines  
**Department of Education**

17 MAR 2016

DepEd ORDER  
No. **15** s. 2016

**CLARIFICATIONS AND ADDITIONAL INFORMATION TO DEPED ORDER NO. 7, S. 2016  
(School Year (SY) 2015-2016 End of School Year Rites)**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary Schools Heads  
All Others Concerned

1. In relation to DepEd Order No. 7, s. 2016 entitled *School Year (SY) 2015-2016 End of School Year Rites*, the Department of Education (DepEd) issues the following clarifications:

- a. **For private elementary and secondary schools, technical-vocational institutions (TVIs) and higher education institutions (HEIs) including state universities and colleges (SUCs) and local universities and colleges (LUCs)** – The use of the enclosed completion certificate and diploma templates **is optional**. The signature of the school head is required, while the signature of the Schools Division Superintendents (SDS) is not required.
- b. **For public elementary and secondary schools** – The use of the enclosed completion certificate and diploma templates **is required**.

2. Awarding of honors to learners from Grades 1 to 12 may be conducted during the end-of-school-year rites and shall follow the guidelines stipulated in DepEd Order No. 74, s. 2012 entitled *Selection of Honor Pupils and Students of Grades 1 to 10 of the K to 12 Basic Education Curriculum*, which shall remain in effect until SY 2015-2016. Furthermore, awarding of honors to learners from Grades 1 to 12 must observe the following:

- a. Candidates for honors from Grades 1 to 12 shall be top ten learners whose General Average is 90 and above. The candidates for honors must not have a Final Grade or Final Rating lower than 85 and a grade lower than 80 in any quarter;
- b. The General Average shall be computed up to three decimal places; and
- c. To determine the top ten, learners shall be ranked using the 7-3 point scheme (7 points for academic performance and 3 points for co-curricular activities). The titles for learners with honors including valedictorian, salutatorian, first honorable mention, and so forth shall be used for Grade 6 and Grade 12 graduates **but not for Grade 10 completers**. In case of a tie, candidates shall be declared in the same honor ranking.

3. DepEd Order No. 8, s. 2015 entitled *Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program* states that the General Average is computed by dividing the sum of all final grades by the total number of learning areas in the grade level. For Grades 5 and 6 learners under the Basic Education Curriculum (BEC), the five subjects (English, Science and Health, Mathematics, Filipino, and Makabayan) shall be used until the duration of its implementation. This shall be followed for all succeeding reports in relation to learner's promotion, learning progress, and achievement.

4. Immediate dissemination of and strict compliance with this Order is directed.



**BR. ARMIN A. LUYASTRO FSC**  
Secretary

Encls.:

As stated

References:

DepEd Order: (Nos. 7, s. 2016; 8, s. 2015 and 74, s. 2012)

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

CHANGE  
GRADUATION  
LEARNERS  
POLICY  
RATING  
SCHOOLS  
STRAND: Curriculum and Instruction

Sally: R:DM-clarification and additional info. to DO No. 7, s. 2016  
0175-March 14, 2016

**SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION**



**Republika ng Pilipinas**  
*Republic of the Philippines*  
**Kagawaran ng Edukasyon**  
*Department of Education*

**REHIYON XXX**  
*REGION XXX*

**SANGAY NG XXXXXXXXX**  
*DIVISION OF XXXXXXXX*

**XXXXXX HIGH SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

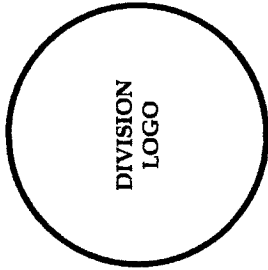
ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Junior High School na itinakda para sa  
*has satisfactorily completed the requirements for Junior High School prescribed for*  
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*Secondary Schools of the Department of Education and is therefore awarded this*

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.  
*Signed in XXXXXXXX, Philippines on the 1<sup>st</sup> day of April 2016.*

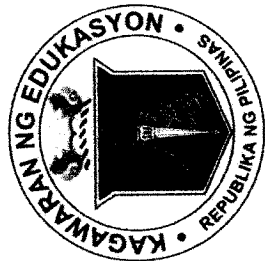
XXXXXXXXXX  
Punong-Guro  
*Principal*

XXXXXXXXXX  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*



(Enclosure No. 1 to DepEd Order No. 15, s. 2016)

**SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE**

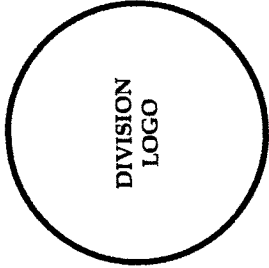


Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*

REHIYON XXX  
REGION XXX

SANGAY NG XXXXXXXX  
DIVISION OF XXXXXXXX

PUROK NG XXXXXX  
DISTRICT OF



**XXXXXX ELEMENTARY SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda  
*has satisfactorily completed the requirements for Elementary School as prescribed*  
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*by the Department of Education and is therefore awarded this*

**KATUNAYAN  
CERTIFICATE**

Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.  
*Signed in XXXXXXXX, Philippines on the 1<sup>st</sup> day of April 2016.*

XXXXXXXXXX  
Punong-Guro  
Principal

XXXXXXXXXX  
Pansangay na Tagapamanihala ng mga Paaralan  
Schools Division Superintendent