



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas

## **DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



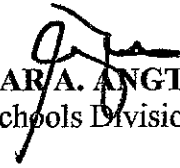
### **DIVISION MEMORANDUM**

No. 117, s. 2018

**REMINDERS TO PRIVATE SCHOOLS ON THE APPLICATION FOR SPECIAL  
ORDER FOR COMPLETION FOR JUNIOR HIGH SCHOOL EDUCATION  
COURSE AND SPECIAL ORDER FOR GRADUATION FOR SENIOR  
HIGH SCHOOL EDUCATION COURSE FOR  
THE SCHOOL YEAR 2017-2018**

To: Assistant Superintendents  
Chiefs, Functional Divisions  
Education Program Supervisors/Coordinators  
District Supervisors/Caretakers  
Private Elementary and Secondary School Heads

1. Attached herewith is Regional Memorandum No. 095, s. 2018 re: "Reminders to Private Schools on the Application for Special Order for Completion for Junior High School Education Course and Special Order for Senior High School Education Course for the School Year 2017-2018", for the information and guidance of all concerned.
2. Immediate dissemination of this Memorandum is directed.

  
**RHEA MARA A. ANGTUD, ED.D., CESO VI**  
Schools Division Superintendent

D52 2077A

ASDS Gabe



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. 0095, Series of 2018

FEB 06 2018

**REMINDERS TO PRIVATE SCHOOLS ON THE APPLICATIONS FOR SPECIAL ORDER FOR COMPLETION FOR JUNIOR HIGH SCHOOL EDUCATION COURSE AND SPECIAL ORDER FOR GRADUATION FOR SENIOR HIGH SCHOOL EDUCATION COURSE FOR THE SCHOOL YEAR 2017-2018**

To: Schools Division Superintendents  
Private Secondary School Heads  
All Others Concerned

1. Pursuant to Section 150 (Special Order) of DepEd Order no. 88, s. 2010, which states that *except as may otherwise be provided for by the Department of Education in connection with accreditation, special orders shall be required for the graduation of high school students from the formal secondary level in private schools.* The withholding of the issuance of such special orders by the Department of Education shall be undertaken only in connection with defects in the applications for special orders issued by the school. *Applications for special orders shall be filed by the school with the Department of Education at least sixty calendar days before the end of the academic year and shall be processed by the Department of Education and returned to the school within thirty calendar days within the receipt of such application.*

2. In view of the foregoing, private schools are reminded to submit special order applications for completion for Junior High School Education Course with complete supporting documents and special order applications for graduation for Senior High School Education Course with complete documentary requirements for School Year 2017-2018 to your respective Schools Division Offices for rechecking, verification and evaluation as stipulated in Regional Memorandum no. 95, s. 2016 and Regional Memorandum no. 737, s. 2015.

3. Immediate and wide dissemination of this Memorandum is enjoined.

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

Enclosures: as stated  
JAI/BDT/jksb  
QAD

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