



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



April 18, 2018

**DIVISION MEMORANDUM**

No. 269, s. 2018

**DISSEMINATION OF DEPED ORDER NO.10 , S., 2018 ENTITLED " GUIDELINES ON THE  
ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL OF THE ELIGIBILITY FOR  
GRADUATION FROM SENIOR HIGH SCHOOL OF GRADE 12 LEARNERS ENROLLED IN  
PRIVATE SCHOOLS /COLLEGES AND TECHNICAL -VOCATIONAL INSTITUTIONS FOR  
SCHOOL YEAR 2017-2018**

**TO** : Assistant Superintendents  
Chiefs of SGOD and CID  
Division Supervisors/Coordinators  
SEPS and EPS 2  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. For the information and guidance of all concerned, attached herewith is Regional Memorandum 0191 dated March 8, 2018 entitled " Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools /Colleges and Technical-Vocational Institutions for School Year 2017-2018" which is self-explanatory.
2. For the details, please refer to the attached Memorandum.
3. Immediate dissemination of and strict compliance with this communication is enjoined.

For:

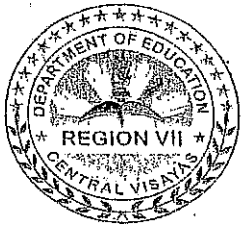
**RHEA MAR A. ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent

**ESTER A. RUTALAN, Ed.D.**  
Assistant Schools Division Superintendent  
Office-in-Charge

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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



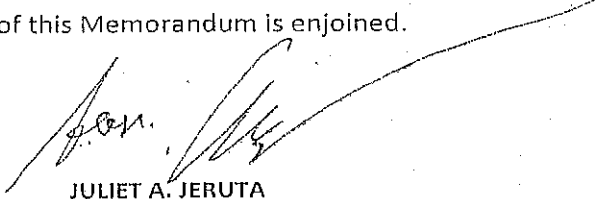
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REGIONAL MEMORANDUM  
No. ~~0101~~ Series of 2018

DISSEMINATION OF DEPED ORDER NO. 10, S. 2018 ENTITLED "GUIDELINES ON THE ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL OF THE ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL OF GRADE 12 LEARNERS ENROLLED IN PRIVATE SCHOOLS/COLLEGES AND TECHNICAL-VOCATIONAL INSTITUTIONS FOR SCHOOL YEAR 2017-2018"

To: Schools Division Superintendents  
Private Secondary School Heads  
Heads of Private Colleges and Universities Offering SHS Program  
Heads of Private Technical-Vocational Institutions Offering SHS Program  
All Others Concerned

1. This Regional Office disseminates DepEd Order No. 10, s. 2018 dated March 5, 2018 entitled "Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical-Vocational Institutions for School Year 2017-2018" for the information and guidance of all concerned.
2. Attached is a copy of said issuance for your reference.
3. Immediate and wide dissemination of this Memorandum is enjoined.

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

JAJ/BDT/jksb  
QAD

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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

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



Republic of the Philippines  
**Department of Education**

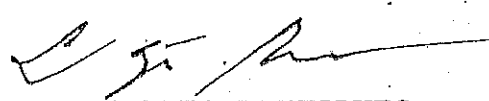
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DepEd ORDER  
No. **10**, s. 2018

**GUIDELINES ON THE ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL  
OF THE ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL  
OF GRADE 12 LEARNERS ENROLLED IN PRIVATE SCHOOLS/  
COLLEGES AND TECHNICAL-VOCATIONAL INSTITUTIONS  
FOR SCHOOL YEAR 2017-2018**

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

1. The Department of Education (DepEd) issues the **Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical-Vocational Institutions (TVIs) for School Year (SY) 2017-2018.**
2. For the information and proper guidance of all concerned, the regional offices (ROs) are hereby authorized to issue special orders to schools that were issued provisional permits to operate in SY 2016-2017 or prior to this school year for the graduation of qualified Grade 12 learners. The Central Office shall be responsible for the issuance of special orders for Philippine Schools Overseas (PSOs).
3. The issuance of special orders shall follow the same guidelines stipulated in DepEd Order No. 88, s. 2010, or the Revised Manual of Regulations for Private Schools in Basic Education, except for the timeline of application for special orders.
4. Applications for special orders of qualified Grade 12 learners for SY 2017-2018 shall be filed by the school through the schools division office (SDO) at least 15 calendar days before the end of the current academic year. This shall be processed by the RO and returned to the school through the SDO within seven calendar days from the receipt of application. For PSOs, the same timeline applies for the application and the subsequent issuance of the special order with the Bureau of Curriculum Development processing the said application.
5. A separate DepEd Order shall be issued on the requirements for the issuance of certificates of recognition to private schools/colleges and TVIs offering the SHS Program.
6. Immediate dissemination of and compliance with this Order is directed.

  
**LEONOR MAGTOLIS-BRIONES**  
Secretary

References:

DepEd Order No. 88, s. 2010  
DepEd Memorandum No. 4, s. 2014

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

AUTHORITY  
LEGISLATION  
PERMIT  
POLICY  
RULES AND REGULATIONS  
SCHOOLS  
SENIOR HIGH SCHOOLS  
TECHNICAL EDUCATION  
VOCATIONAL EDUCATION

APA/MCR-Do-Guidelines on the Issuance of Special Order...  
0138/February 16, 2018/3-1-18/3-2