Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division Superintendent**

June 16, 2022

# DIVISION MEMORANDUM

To: **CATHERINE ANNE S. BALANAY,PhD** – Division Private School Coordinator
**RAFUNZEL D. EPANIS, PhD** – Education Program Supervisor- CID
**RHODORA L. GALLARES,PhD** – Education Program Supervisor- SGOD
Private School Heads
This Division

**DIVISION EVALUATION TEAM FOR THE ISSUANCE OF THE SPECIAL ORDER FOR GRADUATION (SO) TO PRIVATE AND NON-DEPED INSTITUTIONS OFFERING SENIOR HIGH SCHOOL PROGRAM**

1. Pursuant to Regional Memorandum No. 78, s. 2019 re: Guidelines on the Issuance of Special Order (SO) for Graduation to Private and Non-DepEd Institutions Offering Senior High School Program for SY 2018-2019, this Office informs the field of the Division Evaluation Team to check the documents for the issuance of Special Order effective SY 2021-2022.

2. Attached to this Division Memorandum is the Regional Memorandum No.78, s. 2019 for your reference.

3. Wide dissemination of this Memorandum is directed.

**JONATHAN S. DELA PEÑA, PhD, CESO V**
Schools Division Superintendent

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

| | |
|---|---|
| COMMUNICATIONS | PROGRAMS |
| POLICY | PROJECTS |
| SCHOOLS | |

SGOD, SMN- CATHY

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Republic of the Philippines
**DEPARTMENT OF EDUCATION**
DepEd Region X – Northern Mindanao

DepED-X
January 29, 2019 Cagayan de Oro City

06 FEB 2019
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RELEASED

**REGIONAL MEMORANDUM**
No. 78, s. 2019

**GUIDELINES ON THE ISSUANCE OF SPECIAL ORDER (SO) FOR GRADUATION TO PRIVATE AND NON-DEPED INSTITUTIONS OFFERING SENIOR HIGH SCHOOL PROGRAM FOR SY 2018-2019**

To: **Schools Division Superintendents**
**Assistant Schools Division Superintendents**
**Education Program Supervisors**
**Division Private School Coordinators**
**Presidents, Principals/Administrators, and Heads of Private Schools/HEIs Offering Senior High School**
All Others Concerned
*This Region*

1. The Department of Education Regional Office X, through the Quality Assurance Division, issues the Guidelines on the Issuance of Special Order for Graduation to Private and Non-DepEd Institutions Offering Senior High School Program for School Year 2018-2019.

2. Pursuant to 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,* only learners in schools/colleges with DepEd approved K to 12 transition plan, private schools with permit to operate Senior High School since 2014, and International Schools with K to 12 Program are eligible for graduation from Senior High School and to be issued with Special Order.

3. It shall be the task of Schools Division Offices (SDOs) to evaluate all special order applications from private schools located in their respective jurisdictions and shall create an evaluation team for the purpose of this memorandum, comprised of the Senior High School Supervisor/Coordinator, Private School Supervisor/Coordinator, an Education Program Supervisor representing the Curriculum and Instruction Division and one (1) Education Program Supervisor representing the School Governance Operations Division.

4. Documents required to be submitted and subjected for evaluation are the following:

a. Letter-request from the principal of the applicant-school addressed to the concerned Schools-Division Superintendent re: checking of documents for special order evaluation;

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b. Copy of the Senior High School Government Permit issued by DepEd Regional Office X to the applicant-school;
c. List of learners eligible for the issuance of special order, specifying the last name, first name, middle name (Enclosure No. 1);
d. Special Order Form (Enclosure No. 2)
e. School Form (SF) 5B – List of learners with complete SHS requirements;
f. School Form (SF) 9 – Learner's Progress Report Card (Grade 12 with at least up to 3rd Quarter);
g. School Form (SF) 10 – Learner's Permanent Academic Record;
h. Clear copy of the original birth certificate duly authenticated by the Philippine Statistics Authority; and
i. If student is a foreigner – copy of the original birth certificate authenticated by a duly constituted authority of the country of origin of the student, alien certification registration, Bureau of Immigration Certification and student visa duly authenticated by Bureau of Immigration.

5. The workflow on the filing of procedures of the abovementioned requirements is found in Enclosure Number 4.

6. To ensure uniformity, only only A4 paper size, bookman old font style (size 12) will be utilized in printing the Special Order Form.

7. Submission of special order application is on or before March 1, 2019. Applications for Special Order of schools submitted after the deadline will be processed in the First Semester of School Year 2020-2021.

8. It is the duty of the concerned Schools-Division Office (SDO) to inform the applicant-school of the deficiency/ies in the application within three (3) days from such discovery. To prevent such occurrence, the SDOs are encouraged to check and verify the submitted requirements upon receipt thereof.

9. Only application which have fully complied with the requirements, without any deficiency shall be indorsed immediately by the concerned Schools Division Superintendent to the Office of the Regional Director, **attention: Quality Assurance Division.**

10. All applications for special order shall be arranged by **Track and Strand** (Enclosure No. 2).

11. Schools are encouraged to submit a softcopy of the Special Order Form to ensure the correctness of the complete name and sex of the learner (save Excel File to a CD).

12. For purposes of clarity and consistency with existing regulations, the SGOD is tasked to oversee the evaluation of special orders.

13. Enclosed are the following templates for your perusal:

    Enclosure No. 1: List of Learners Eligible for Special Order
    Enclosure No. 2: Special Order Form
    Enclosure No. 3: Workflow on the Filing Procedures

14. Immediate and wide dissemination of this Membrandum is desired.

**DR. ARTURO B. BAYOCOT, CESO V**
Regional Director

Encl: as stated

QAD/Noel
- Guidelines on the Issuance of Special Order (SO) for Graduation to Private and Non-DepEd Institutions Offering Senior High School Program fro SY 2018-2019

Republic of the Philippines
**Department of Education**
REGION X – NORTHERN MINDANAO

Date:_____

**SPECIAL ORDER**

**No. _____ , s. 2022**

On the basis of records submitted by, **(Name of School)**, **(Address)**, approval of the eligibility for completion of **Senior High School** of the following as of June 2022 upon the successful completion of the work now being taken in the **SENIOR HIGH SCHOOL PROGRAM** specifically in the **TRACK , STRAND**is hereby given and made a matter of record:

**MALE:**

1.(LAST NAME, FIRST NAME, MIDDLE NAME)
2.

**FEMALE:**

**3.**
**4.**

**----------Nothing follows----------**
**Valid for 4 students only.**

The foregoing approval is valid only for June 2022, the approval for any candidate for completion of the Senior High School is automatically cancelled if he does not complete the full requirements of the course on the date specified and is subject to revocation if the records upon which approval is based are later found not correct.

For the Secretary of Education:

**DR. ARTURO B. BAYOCOT, CESO III**
Regional Director

**Address** : DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
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**Department of Education**
REGION X – NORTHERN MINDANAO

(NOT VALID WITHOUT SEAL/
WITH ERASURE/ALTERATION)

SF5B - SHS checked by: CATHERINE ANNE S. BALANAY, PhD
OIC- SEPS SMN – Private School Coordinator

SF9 - SHS checked by: RHODORA L. GALLARES,PhD
Education Program Supervisor -SGOD

SF10 - SHS checked by: RAFUNZEL D. EPANIS, PhD
Education Program Supervisor -CID

Evaluated by: MARIA TERESA M. ABSIN, PhD.,
School Governance Division Chief

Checked by: ANNALYN A. SALCEDO,PhD.
Regional EPS In-Charge of Private Schools

Reviewed by: **ROGELIO C. EVANGELISTA, PhD.**
Chief, QAD

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# SCHOOLS REVIEW COMMITTEE

Special Order for Graduation Checked by _____

School Form (SF)5B Checked by _____

School Form (SF )9 Checked by _____

School Form (SF )10 Checked by _____

Clear Copy of PSA- Birth Certificate Checked by_____

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