



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

March 5, 2018

DIVISION MEMORANDUM

No. 142, s. 2018

**SUBMISSION OF SPECIAL ORDER FOR GRADUATION FOR THE SENIOR HIGH SCHOOL
EDUCATION COURSE**

To : All Division Chiefs
Private School Coordinators
Public Schools District Supervisors/Districts-In-Charge
Private Secondary School Heads
All Others Concerned



1. Per Regional Memorandum No. 127, s. 2018, all private senior high schools are reminded to submit applications for Special Order for Graduation for Senior High School Education Course prior to the date of graduation.
2. All applications must follow these procedures:
 - Step 1: Submit application to the Division Checking Committee for Checking, verification, and evaluation on or before **March 12, 2018**.
 - Step 2: Submit evaluated application to the Regional Office Quality Assurance Division for review
 - Step 3: Forward to the Regional Director for approval
3. The Documentary requirements for special order for graduation are the following:
 - a. Endorsement form the Schools Division Superintendent
 - b. Letter of Application/Request of the School
 - c. Registrar's Recommendation for graduation of SHS Candidates
 - d. Form 3 – Special Order Form (3 copies)
 - e. Form 9 – Students Evaluation Form (1 copy)
 - f. Form 137 – Student Permanent Record (1 copy)
 - g. NSO or PSA Birth Certificate
 - h. Summer Permit (if applicable)
 - i. 9. Approved SHS Temporary/Government Provisional Permit issued by DepEd and
 - j. If alien, submit Student's Birth Certificate in a foreign Country, Permit to Study in the Philippines, Alien Certificate of Registration and Authority for the School to Accept Foreign Student from the Bureau of Immigration.

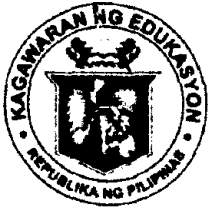
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4. Form 3 must be prepared in **triplicate copies classified according to Senior High School track, strand, and specialization.**
5. Public Schools District Supervisors/Districts-In-Charge are directed to conduct initial checking, verification, and evaluation of the documents. Also, they shall take responsibility in perusing all documents and check required units/credits and must affix their initials in the Forms 3 and 9.
6. The following will compose the Division Checking Committee:

Chairman: Dr. Erlinda N. Calumpang
Members: Dr. Nonale Q. Resoor
 Dr. Anna Lee A. Amores
 Dr. Renante A. Juanillo
7. For further details you may refer to the attached memorandum.
8. For widest dissemination and compliance.

 **SALUSTIANO T. JIMENEZ, CESO VI**
Schools Division Superintendent
OIC-Assistant Regional Director 



PICARDON

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. 0127 Series of 2018

FEB 19 2018

**SUBMISSION OF SPECIAL ORDER FOR GRADUATION
FOR THE SENIOR HIGH SCHOOL EDUCATION COURSE**

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

1. Private senior high schools are hereby reminded to submit applications for Special Order for Graduation for Senior High School Education Course fifteen days prior to the date of graduation. All applications must be checked, verified and evaluated first by the Division Checking Committee and reviewed by the Quality Assurance Division in the Regional Office before these will be forwarded and approved by the Regional Director.
2. Documentary requirements for special order for graduation are the following:
 1. Endorsement from the Schools Division Superintendent;
 2. Letter of Application/Request of the School;
 3. Registrar's Recommendation for Graduation of SHS Candidates;
 4. Form 3- Special Order Form (3 copies);
 5. Form 9- Student Evaluation Form (1 copy);
 6. Form 137- Student Permanent Record (1 copy);
 7. NSO or PSA Birth Certificate;
 8. Summer Permit (if applicable);
 9. Approved SHS Temporary/Government Provisional Permit issued by DepEd; and
 10. if alien, submit Student's Birth Certificate in a Foreign Country, Permit to Study in the Philippines, Alien Certificate of Registration and Authority for the School to Accept Foreign Student from the Bureau of Immigration.
3. Form 3 must be prepared in triplicate copies classified according to Senior High School track, strand and specialization. The Regional Office indicates the Special Order number and year and the date of issuance of Special Order in the Form 3.
4. 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

JAJ/BDT/jksb
QAD

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375, 253-8061; 414-7321
Website: <http://www.depedro7.com.ph>

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