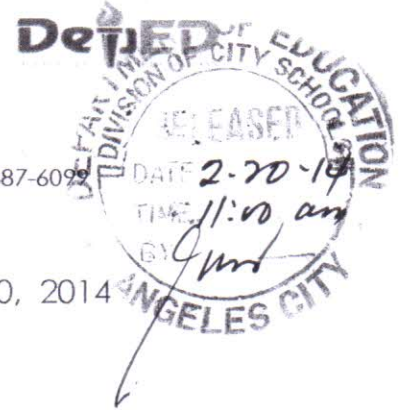




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582; 322-4702 / Fax Nos. (045) 887-6092



February 20, 2014

DIVISION MEMORANDUM
No. 10 S. 2014

DIVISION POLICIES ON SY 2013 – 2014 GRADUATION RITES

TO: Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. The Graduation Rites for SY 2013 – 2014 shall be scheduled as follows:

Elementary (1 day)	March 25, 2014
Secondary (1 day)	March 26, 2014

2. In line with the government's austerity program, this office reiterates the policy on the conduct and collection of fees for graduation as contained in DepEd Order No. 8, s. 2005, to wit:

- a. Public school heads, teachers and other DepEd Personnel are not allowed to collect any graduation fees or any kind of contribution for graduation rites;
- b. PTA may solicit voluntary contributions from their members for graduation ceremonies and celebrations, however, teachers and principals should not be involved in the collection of said contribution. Use of such contributions for graduation shall be coordinated with, and properly reported to the PTA members;
- c. No non-academic projects shall be imposed as a requirement for graduation;
- d. No extravagant special attire or extraordinary venue for the ceremonies should be required; graduation rites must exhort civic duties, sense of community and personal responsibilities; should be memorable, exciting and animated without the baggage of extra cost and excessive spending;
- e. Graduates should wear school uniform;
- f. Annual yearbooks are discouraged.

3. Suggested Graduation Program is as follows:

Philippine National Anthem	GSP/BSP
Prayer	GSP/BSP
Region III Hymn	
DepED Angeles City Hymn	
Opening Remarks	Batch Salutatorian (with mastery)
Presentation and Confirmation of Graduates	Highest DepEd Official present in the ceremony
Distribution of Diplomas and Awarding of Medals	Honor pupils be called first; awarding of ALL medals follow(e.g., Juan dela Cruz (diploma, Valedictorian, Best in Math, etc.). Each graduate will only go onstage once)
Valedictory Address	Batch Valedictorian (with mastery)
Introduction of the Guest Speaker	
Speech of the Guest Speaker	The guest speaker can be an ALUMNUS of the school
State of the School Address (SOSA) <ul style="list-style-type: none"> The SOSA should be printed at the back of the Graduation Program 	The Principal or school head reports the accomplishments of the school in terms of: Participation Rate, Drop-Out Rate and Achievement Rate. Included in the SOSA are financial reports on MOOE, PTA Funds, and Canteen Operations.
Graduation Song	
Graduation Picture Taking	

***Reading of manuscripts in all parts of the program is discouraged.**

4. PSDS, principals and teachers must be in their national or regional school uniform or in Filipiniana attire.

5. The graduation rite should not be used as a venue for political forum.

6. Schedules of Graduation for Public Elementary and Secondary Schools are found in the enclosures no. 1 and 2, respectively.

7. Immediate dissemination of and strict compliance of this memorandum is desired.


LUZ C. ARRIOLA

Schools Division Superintendent



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**CONSULTATIVE MEETING, RE: SCHEDULE OF GRADUATION FOR ELEMENTARY SCHOOLS
FEBRUARY 19, 2014**

MARCH 25, 2014

TIME	EPS V.P. BONDOC	EPS L. G. DELA CRUZ	EPS R. C. DAVID	EPS M. I. P. TAMAYO	EPS J. D. DAVID	EPS E. L. MANABAT	EPS L. V
7:00 - 8:00 AM							Air Force
8:00 - 10:00 AM	Cutud E/S	Enrica Sandico E/S	M. Nepomuceno E/S	Dr. C. N. Dayrit E/S	Belen Homesite E/S	A. G. Pabalan E/S	Sapangbato
10:30 - 12:30 NN	EPZA Reset. E/S	Pandan E/S	Pampang E/S	V. D. Remedios E/S	Mining E/S	Malabarias E/S	Tacond
1:00 - 3:00 PM	Pulung Cacutud E/S	Salapungan ES	D. Pepe Henson E/S	T. P. Tinio E/S	P. Gutierrez E/S	Amsic E/S	E. M. G
3:30 - 5:30 PM	Sapalibutad E/S	Angeles E/S	Sta. Teresita E/S	Gueco Balibago E/S	A. G. Tinio E/S	Sto. Rosario E/S	Cuayan

MARCH 25, 2014

TIME	PSDS R. M. FLORES	PSDS O. S. SANTOS	PSDS L. K. QUINTO
8:00 - 10:00 AM	Sitio Pader E/S	D. Ambracio Mendoza E/S	Leoncia Village E/S
10:30 - 12:30 NN	Marisol Bliss E/S	San Ignacio E/S	Cutcut E/S
1:00 - 3:00 PM		Pulungbulo E/S	A. G. Nepomuceno E/S
3:30 - 5:30 PM	Sta. Maria E/S	Sto. Domingo E/S	Lourdes Northwest E/S
			Northville 15 IS

PREPARED BY:

EDGAR L. MANABAT
EPS - Governance

APPROVED:

LUZ C. ARRIOLA
Schools Division Superintendent



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**CONSULTATIVE MEETING, RE: SCHEDULE OF GRADUATION
FOR SECONDARY SCHOOLS
FEBRUARY 19, 2014**

MARCH 26, 2014

TIME	SCHOOL	EDUCATION PROGRAM SUPERVISOR
4:00 - 6:00 PM	GOV. RAFAEL L. LAZATIN IS	VICTORIANA P. BONDOC
4:00 - 6:00 PM	BONIFACIO V. ROMERO HS	LOURDES G. DELA CRUZ
8:00 - 12:00 NN	FRANCISCO G. NEPOMUCENO MHS	VICTORIANA P. BONDOC
		LYN V. LANSANGAN
		LOURDES G. DELA CRUZ
		JOSEFINA D. DAVID
		ALMA B. GUECO
3:00 - 5:00 PM	RAFAEL L. LAZATIN MHS	JOSEFINA D. DAVID
4:00 - 6:00 PM	ANGELES CITY SCIENCE HS	ROCHELLA C. DAVID
3:00 - 5:00 PM	CLARO M. RECTO ICT HS	MA. IRELYN P. TAMAYO
4:00 - 7:00 PM	ANGELES CITY NATIONAL HS	EDGAR L. MANABAT
		VICTORIANA P. BONDOC
		LYN V. LANSANGAN
		LOURDES G. DELA CRUZ
		JOSEFINA D. DAVID
		MA. IRELYN P. TAMAYO
		ROCHELLA C. DAVID
		ALMA B. GUECO
3:00 - 5:00 PM	SAPANGBATO HS	LYN V. LANSANGAN
8:00 - 12:00 PM	ANGELES CITY NATIONAL TRADE SCHOOL	EDGAR L. MANABAT
		MA. IRELYN P. TAMAYO
		ROCHELLA C. DAVID

PREPARED BY:

Edgar L. Manabat
EDGAR L. MANABAT
EPS - Governance

APPROVED: _____

Luiz C. Arriola
LUZ C. ARRIOLA
Schools Division Superintendent