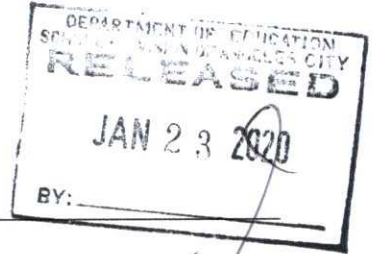




Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF ANGELES CITY



**Office of the Schools Division
 Superintendent**

January 21, 2020

DIVISION MEMORANDUM

No. 31 s. 2020

**REITERATION OF POLICY PERTAINING TO ISSUANCE OF SPECIAL ORDER FOR
 GRADUATION**

To: Private School Administrators

1. Please be informed of the attached Memorandum signed by Director NICOLAS T. CAPULONG entitled "Reiteration of Policy Pertaining to Issuance of Special Order for Graduation", content of which is self-explanatory, for information and guidance.
2. Immediate and wide dissemination of this Memorandum is highly enjoined.

so tamayo

MA. IRELYN P. TAMAYO PhD, CESE
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

Enclosure
 As stated.

gps/seps/smm&e

Control No.: 2020-087



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101



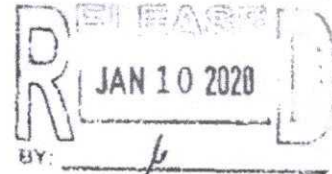


Republic of the Philippines
Department of Education
 REGION III-CENTRAL LUZON

January 08, 2020

REGIONAL MEMORANDUM
 No. 013, s. 2020

DepEd RO III - RECORDS SECTION



To: Assistant Regional Director
 Schools Division Superintendents
 Chief, Regional Functional Divisions
 Chief, School Governance and Operation Divisions
 Head of Private Schools

REITERATION OF POLICY PERTAINING TO ISSUANCE OF SPECIAL ORDER FOR GRADUATION

1. DepEd Regional Office III observed that Issuance of Special Order for Graduation can be expedited. Per Regional Memorandum 142, s. 2016, certain business processes could be processed and acted on in the division offices. The issuance of Special Order to graduating students, particularly, is one of the business processes downloaded to SDOs.

2. In view of this, DepEd RO III through the Quality Assurance Division (QAD) in consultation with 20 SDOs (SGOD Chiefs, Private School Focal Persons) articulates the process, timelines, and activities concerning to the issuance of Special Order for graduation in private senior high schools.

Issuances	Business Processes	Timeline	Activities
D.O. No. 88, s. 2010 D.O. No. 10, s. 2018 RM No. 121, s. 2017 RM No. 142, s. 2016	Issuance of Special Order for Graduation in Private senior High School	Fifteen (15) calendar days before the end of academic year	<ul style="list-style-type: none"> - Application and submission of complete documentary requirements to SDO for evaluation - SDO (focal person) to process and evaluate the veracity of the documentary requirements - SDO (Chief, SGOD) to review the evaluated documents - SDO (SDS) to endorse the accomplished S.O. Form for recommending approval to the Regional Office 3.



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
 Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

		Seven (7) calendar days from receipt of application	- RO QAD to process and prepare special order for approval - Issuance of special order for graduation
--	--	---	--

3. Application of private senior high schools for special order for graduation shall be approved and issued by the Regional Director.

4. Schools Division Offices are enjoined to strictly follow the timelines, and activities to ensure on-time completion of business processes.

5. Attachment #1 (S.O. Form Template)

6. Immediate dissemination of this Memorandum is desired.

Tyger
NICOLAS T. CAPULONG, PhD, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

References: D.O. No. 88, s. 2010
D.O. No. 10, s. 2018
RM No. 121, s. 2017
RM No. 142, s. 2016

To be included in the Perpetual Index
Under the following titles:

PRIVATE SCHOOLS
SENIOR HIGH SCHOOLS
GRADUATION
SPECIAL ORDER

QAD1/



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





Republic of the Philippines
Department of Education
 REGION III-CENTRAL LUZON

Date _____
 SPECIAL ORDER (A) (R-III)
 No. _____, s. _____

On the basis of the records submitted by (Complete Name of the School and Address) approval of eligibility for the graduation of Senior High School of the following as of Graduation Date upon the successful completion of the work being taken in the K to 12 Basic Education Program is hereby given and made a matter of record:

(PER TRACK/ PER STRAND/ PER SPECIALIZATION)

BOYS

- 1.
- 2.
- 3.
- 4.

GIRLS

- 1.
- 2.
- 3.
- 4.

VALID FOR _____ STUDENTS ONLY

The foregoing is valid only for (Month, Year). The approval for any candidate for graduation of the Senior High School is automatically cancelled if he/she does not complete the full requirement of the course on the date specified and is subject for revocation if the records upon which the approval is based are later found not correct.

(NOT VALID WITH ERASURES/
 ALTERATIONS)

For the Secretary of Education:

*560 -
 focal person*

Enrollment checked by _____
 Form 9 checked by _____
 Verified against original _____
 Evaluated by] *SEPS in-charge* _____
 Checked by _____
 Reviewed by - *Chief* _____

NICOLAS T. CAPULONG, PhD, CESO V
 Director III
 Officer-In-Charge
 Office of the Regional Director

Chief



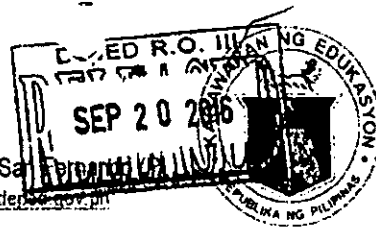
Address: Matalino St. D.M. Government Center, Malimpis, City of San Fernando
 Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

Matalino St., D.M. Government Center, Maimpis, City of San Fernando, Pampanga
Website: www.depedregion3.com ✕ Email: region3@deped.gov.ph
Tel: (045) 455-2309 ✕ Fax: (045) 455-2312



August 31, 2016

REGIONAL MEMORANDUM

No. 142, s. 2016

To: Assist Regional Director
Schools Division Superintendents
Division Chiefs, Regional Office

**BUSINESS TRANSACTIONS TO BE ACTED ON IN THE SCHOOLS
DIVISION OFFICES**

1. DepED Regional Office has observed that there are certain business transactions which could be attended and processed in the Schools Division Offices.
2. In view of this and as discussed during the August 2016 Regional Management Committee (REMANCOM) Meeting, the following could be acted on in the division offices without seeking approval from the regional office effective immediately.
 - 2.1. Transfer and acceptance of Foreign Students
 - 2.2. Special Order (Graduating students)
 - 2.3. Permit to take subject overload)
 - 2.4. Approval of Educational Tour within the Region
 - 2.5. Approval of Summer Classes
 - 2.6. Schedule of Tuition Fee without increase
3. Schools Division Superintendents are requested to review DepED issuances regarding the above stated transactions for proper dissemination and implementation.
4. For information and guidance.

MALCOLM S. GARMA, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

Ref. DepEd Memo OM-GO-2016-BHROD

ORD2/pau3