

Republic of the Philippines
Department of Education
Region VII, Central Visayas
SCHOOLS DIVISION OF DUMAGUETE CITY
Dumaguete City

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March 12, 2018

DIVISION MEMORANDUM


No. 118, s. 2018

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

To: Chiefs, CID & SGO
Education Program Supervisors
Education Program Specialists
Private Secondary School Schools
All Others Concerned

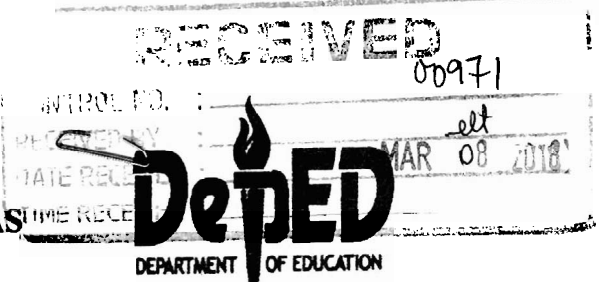
1. Attached is Regional Memorandum No. 0127, s. 2018 dated February 19, 2018, reminding the Private senior high schools to submit applications for Special Order for Graduation for Senior High School Education Course fifteen days prior to the date of graduation. **All applications must be checked, verified 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. For the list of the documentary requirements and other important details, refer to the attached memorandum.
3. Immediate and wide dissemination of this Memorandum is enjoined.


EVANGEL M. LUMINARIAS, Ph. D., CESO V
Schools Division Superintendent





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

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