



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City



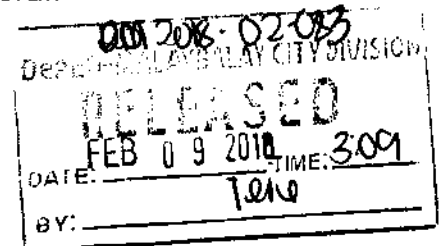
Telefax: (0880 or 088) 221-4537 email: depedmlblycity@yahoo.com

DIVISION MEMORANDUM

No. 063 s.2018

To: Chief Education Supervisors CID and SGOD & Staff
Private Secondary School Administrators
This Division

From: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent



Date: February 9, 2018

Re: **DISSEMINATION OF REGION MEMORANDUM No. 79, s. 2018**
(DOCUMENTARY REQUIREMENTS FOR THE ISSUANCE OF SPECIAL ORDER
FOR GRADUATION FOR NON-DEPED SENIOR HIGH SCHOOL)

1. This Office disseminates the herein Region Memorandum No. 79, s. 2018, entitled "Documentary Requirements for the Issuance of Special Order for Graduation for Non-DepEd Senior High School" for your compliance.
2. Immediate and wide dissemination of this Memorandum is desired.

Copy furnished:
Records Section
SGOD, M&E Section

TO BE POSTED AT THE WEBSITE



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X

Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51 Website: depedreg10.net

Tayo
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DepED-X
January 29, 2018 Cagayan de Oro City

REGION MEMORANDUM

No. 79, s. 2018

DOCUMENTARY REQUIREMENTS FOR THE ISSUANCE OF SPECIAL ORDER FOR GRADUATION FOR NON-DEPED SENIOR HIGH SCHOOL

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents
School Governance and Operation Chiefs
Division Education Supervisors/Coordinators for Private Schools
Administrators of Private Secondary Schools
All Others Concerned
This Region

1. The Department of Education-Region X hereby informs the field of the following documentary requirements to be submitted in the issuance of Special Order for Graduation for Non-DepEd Schools:

- a. Complete name of the candidate (Last Name, First Name, and Middle Name)
- b. Gender of the candidate
- c. Month and year of graduation
- d. Number of students listed in the form
- e. Accomplished Special Order for Graduation Form (Form 9) with the following supporting documents:
 - i. Endorsement from the Schools Division Superintendent
 - ii. Letter of Recommendation from the School Registrar/School Principal or Administrator/School Committee for Checking of Documents of the Candidates for Graduation of the particular school year
 - iii. Accomplished Form (SO for Graduation)
 - iv. Letter of List of the Names of all Students- Recipients of Certificates of Diploma (Specify SHS Course, Track, Strand, Specialization and NC for the TVL track)
 - v. Certified true copy of the SHS Student's Permanent Record of the last school attended
 - vi. Certified true copy of the SHS Student's Permanent Record of the latter school, if the student is a transferee from another school

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- vii. Certification from the School Registrar/School Principal if the student is taking summer classes in another school or is a cross enrollee from another school
 - viii. Verified copy of the original NSO/PSA Birth Certificate from the school registrar/school head of certified true copy of the NSO/PSA Birth Certificate from the PSA for Filipino citizen students. For foreign student, submit copies of Birth Certificate from a foreign country, alien certificate of registration, and certification from the Bureau of Immigration
 - ix. Accomplished student evaluation form with signatures of the School Registrar/Principal/Administrator/President and the Division Supervisor In-Charge of Private Schools.
2. After processing of the documents in the Division Office is completed, Division Private School Coordinators shall endorse the same to the Regional Office for issuance of Special Order to Non-DepEd Senior High Schools.
 3. Submission of the documents to the Regional Office is on or before March 1, 2018.
 3. For more information, all concerned may contact Rogelio C. Evangelista, Chief, QuAD at 09178300799 or through email address at bongpels@gmail.com.
 4. Immediate and wide dissemination of this Memorandum is desired.


ALLAN G. FARNAZO
Director IV

qud/nocl