



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

Purok 6, Casisang, Malaybalay City

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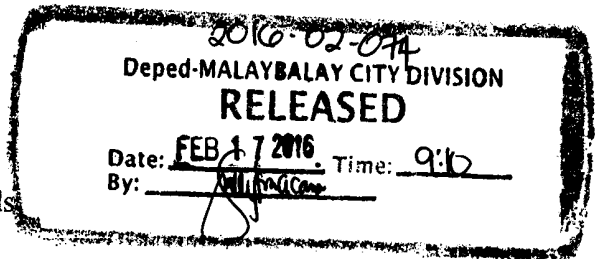
February 16, 2016

**DIVISION MEMORANDUM**

NO. 067 S. 2016

**DISSEMINATION OF DEPED ORDER No. 7, s. 2016 RE: SCHOOL YEAR (SY)  
2015-2016 END OF SCHOOL YEAR RITES**

TO: Chief Education Supervisors, SGOD and CID  
Education Program Supervisors  
Senior Education Program Specialists  
Education Program Specialists  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads



1. For the information and guidance of all concerned, enclosed is DepEd Order No. 7, s. 2016 Re: School Year (SY) 2015-2016 End of School Year Rites dated February 15, 2016, the content of which is self-explanatory.
2. All concerned are directed to post a copy of this memorandum in their respective bulletin boards for publication.
3. Immediate dissemination of this memorandum is highly desired.

  
**EDILBERTO L. OPLENARIA, CESO VI**  
OIC- Schools Division Superintendent

To be posted in the website



Republic of the Philippines  
**Department of Education**

15 FEB 2016

DepEd ORDER  
No. 7, s. 2016

**SCHOOL YEAR (SY) 2015-2016 END OF SCHOOL YEAR RITES**

To: Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary Schools Heads  
All Others Concerned

1. For School Year (SY) 2015-2016, the Department of Education (DepEd) announces the conduct of the following **End of School Year Rites**:

<b>Grade/Level</b>	<b>Ceremony</b>	<b>Proof of Completion</b>
Grade 6 learners who will complete Elementary education	Graduation	Elementary Certificate (Enclosure No. 1)
Grade 10 learners who will complete Junior High School	Moving Up or Completion	Junior High School Certificate (Enclosure No. 2)
Grade 12 learners from: a. Schools with DepEd-approved K to 12 transition plan b. Schools with a permit to operate SHS starting in SY 2014 c. International schools with K to 12 Program	Graduation	High School Diploma (Enclosure No. 3)

2. The 2016 ceremonies shall focus on the theme *Kabataang Mula sa K to 12, Tagapagdala ng Kaunlaran sa Bansang Pilipinas*. This theme focuses on the K to 12 Basic Education Program as a transformative vehicle for local and national development. Through the provision of quality education, the K to 12 Basic Education Program develops and harnesses the skills and competencies of the Filipino youth that will lead to human and community development.

3. The graduation rites should be scheduled on or before **April 1, 2016**. For schools divisions or regions with an extended school year, schools will have to be guided by their approved revised school calendar.

4. In line with the government's austerity program, the DepEd reiterates the following policies:

- a. Graduation rites should be simple but meaningful affairs which encourage civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue;
- b. Moving Up or Closing ceremonies should be simple, involving only the learners, their parents and the school; and
- c. Nonacademic projects such as attendance to field trips, film showing, junior-senior promenade and other school events should not be imposed as requirements for graduation or completion.

Public Schools only

- d. Expenses relative to the activity should be charged to the school Maintenance and Other Operating Expenses under the 2016 Budget;
- e. Any DepEd personnel should **not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution;**
- f. Parent-Teachers Association may give donations in cash or in kind; and
- g. Contribution for the annual yearbook, if any, should be on a voluntary basis.

5. Further, the end of school year rites should be an appropriate and solemn ceremony befitting the learners and their parents and **shall not be used as a political forum.**

6. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUJASTRO FSC**  
Secretary

Encls.;

As stated

Reference:

DepEd Order (No. 3, s. 2015)

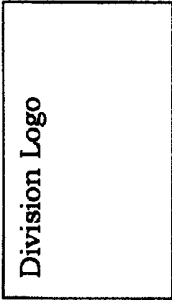
To be indicated in the Perpetual Index  
under the following subjects:

GRADUATION  
LEARNERS  
POLICY  
SCHOOLS

# TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



REPUBLIKA NG PILIPINAS  
*REPUBLIC OF THE PHILIPPINES*  
KAGAWARAN NG EDUKASYON  
*DEPARTMENT OF EDUCATION*  
REHIYON \_\_\_\_\_  
REGION \_\_\_\_\_  
SANGAY \_\_\_\_\_  
DIVISION OF \_\_\_\_\_



\_\_\_\_\_  
(Name of District)  
PUROK \_\_\_\_\_  
DISTRICT

\_\_\_\_\_  
(Name of School)  
PAARALAN \_\_\_\_\_  
SCHOOL

Pinatutunayan nito na si \_\_\_\_\_  
*This certifies that*

\_\_\_\_\_  
(NAME OF LEARNER)  
Learner Reference Number (LRN)

ay kasiya-siyang nakatapos ng kurikulum sa Elementarya na itinakda para sa \_\_\_\_\_  
*has satisfactorily completed the Elementary curriculum as prescribed for*  
Paaralang Elementarya ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong \_\_\_\_\_  
*Elementary School by the Department of Education and is therefore awarded this*

Katunayan  
Certificate

Nilagdaan sa \_\_\_\_\_, Pilipinas nitong ika- \_\_\_\_\_ (date) ng \_\_\_\_\_ (month) \_\_\_\_\_ (year) \_\_\_\_\_  
*Signed at \_\_\_\_\_, Philippines on \_\_\_\_\_ (Date) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)*

\_\_\_\_\_  
(Lagda/Signature)  
Punong-Guro  
Principal

\_\_\_\_\_  
(Lagda/Signature)  
Pansangay na Tagapamanihala ng mga Paaralan  
Schools Division Superintendent

(Enclosure No. 2 to DepEd Order No. 7, s. 2016)

## TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON \_\_\_\_\_  
REGION \_\_\_\_\_  
SANGAY \_\_\_\_\_  
DIVISION OF \_\_\_\_\_

Division Logo

(Name of School)

PAARALAN  
SCHOOL

Pinatutunayan nito na si  
*This certifies that*

(NAME OF LEARNER)

Learner Reference Number (LRN)

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos sa Junior High School na itinakda para sa  
*has satisfactorily completed the requirements of Junior High School prescribed for*  
Mataas na Paaralan ng Kagawaran ng Republika ng Pilipinas, kaya siya'y karapat-dapat tumanggap nitong  
*Secondary Schools of the Republic of the Philippines, and is therefore entitled to this*

Katunayan  
Certificate

Nilagdaan sa \_\_\_\_\_, Pilipinas nitong ika- (date) ng (month) (year) \_\_\_\_\_  
Signed at \_\_\_\_\_, Philippines on (Date) (Month) (Year) \_\_\_\_\_

(Lagda/Signature)  
Punong-Guro  
Principal

(Lagda/Signature)  
Pansangay na Tagapamanihala ng mga Paaralan  
Schools Division Superintendent

# TEMPLATE FOR GRADE 12 DIPLOMA



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON \_\_\_\_\_  
REGION \_\_\_\_\_  
SANGAY \_\_\_\_\_  
DIVISION OF \_\_\_\_\_

Division Logo

\_\_\_\_\_  
(Name of School)  
PAARALAN  
SCHOOL

Pinatutunayan nito na si  
*This certifies that*

\_\_\_\_\_  
(NAME OF LEARNER)  
Learner Reference Number (LRN)

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School  
*has satisfactorily completed the requirements for graduation in Senior High School*

\_\_\_\_\_  
(Track and Strand)

Sa Mataas na Paaralan ng Kagawaran ng Republika ng Pilipinas, kaya siyay karapat-dapat tumanggap nitong  
*In Secondary Schools of the Republic of the Philippines, and is therefore entitled to this*

Katibayan  
Diploma

Nilagdaan sa \_\_\_\_\_, Pilipinas nitong ika- (date) ng (month) \_\_\_\_\_, (year) \_\_\_\_\_  
*Signed at \_\_\_\_\_, Philippines on (Date) (Month) (Year)*

\_\_\_\_\_  
(Lagda/Signature)  
Punong-Guro  
Principal

\_\_\_\_\_  
(Lagda/Signature)  
Pansangay na Tagapamamahala ng mga Paaralan  
Schools Division Superintendent