



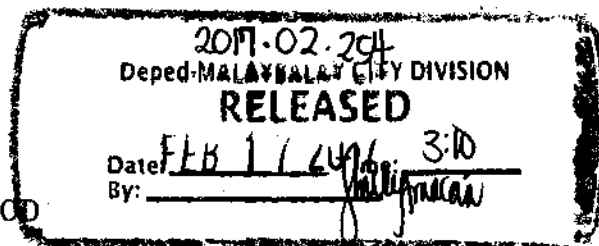
Department of Education
Region 10- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City



February 17, 2017

DIVISION MEMORANDUM

No. 090, s. 2017



To: Chief Education Supervisors & Staff, CID & SGOD
School Heads (Elementary and Secondary)
This Division

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

Re: **DISSEMINATION OF THE 2016-2017 SCHEDULE OF 2016-17 SY END RITES**

1. Pursuant to Regional Memorandum No. 59, s. 2017 re **Policy on the Conduct of End of the School Year Rites** and DEpEd Order No. 23, s. 2016 entitled **School Calendar for School Year 2016-2017**, all concerned employees are enjoined to read the attached documents for proper implementation.
2. Furthermore, school heads are directed to comply with the directive using the required templates for the printing of grade 10 certificate of completion, grade 6 elementary certificate as well as the program for the kindergarten moving up, elementary/senior high school graduation ceremony, and junior high school moving up, elementary/senior high school graduation ceremony, and junior high school moving ceremony.
3. Schedule of confirming officials during the SY 2016-2017 year end rites will be posted later.
4. For dissemination and strict compliance.

Encl.:
As Stated

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SCHEDULE FOR THE SIGNING OF CERTIFICATE OF COMPLETION:

March 20 [Monday]	-District 1 & 2
March 21 [Tuesday]	-District 3
March 22 [Wednesday]	-District 4
March 23 [Thursday]	-District 5 & 6
March 24 [Friday]	-District 7 & 8
March 27 [Monday]	-District 9 & 10



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X

Zone 1, Upper Babelang, Cagayan De Oro City
Telephone No.: (088) 890-7072, 840-7071; Telefax: (08822) 72-26-51; email: region10@deped.gov.ph



DepED-X
Cagayan de Oro City

January 3, 2017

REGION MEMORANDUM
No. 57 s. 2017

12
1067
RELEASED

POLICY ON THE CONDUCT OF END OF THE SCHOOL YEAR RITES

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned
This Region

- As indicated in Enclosure No. 1 of DepEd Order No. 23, s. 2016 entitled School Calendar for School Year (SY) 2016-2017, the End of the School Year Rites should be scheduled either on April 6-7, 2017:

Grade/Level	Ceremony	Proof of Completion
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 d. Private Schools with Certificate of Recognition as Early Implementers in SHS	Graduation	High School Diploma (Enclosure No. 3)

- In line with the government's austerity program, the Department of Education (DepEd) reiterates the following policies:
 - Graduation for Elementary and SHS Early Implementing Schools and the Moving Up Ceremony for Grade 10 should conduct meaningful ceremonies that will encourage sense of community and awareness on social and personal responsibilities. While these rites mark a milestone in the life of the graduates and completers,



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- these should be conducted without excessive spending, extravagant attire, or extraordinary venue;
- b. Expenses relative to the activity should be charged to the school Maintenance and Other Operating Expenses under the 2017 Budget;
 - c. Parent-Teachers Association may give donations in cash or in kind;
 - d. Wearing Toga is not allowed;
 - e. No Year Book Policy should be observed per Regional Memorandum No. 55, s. 2016;
 - f. Any DepEd Personnel should not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution;
 - g. Unified Program for the Moving Up and Elementary Graduation Ceremonies is attached in the herein enclosure;
 - h. Medals from sponsors, politicians and others other non-curricular should be awarded during the recognition. Awards to be given at Graduation should be strictly academic awards only;
 - i. Purchase of commercialized medals is strictly discouraged. Instead, medals made by the SHS should be patronized;
 - j. Graduation exercises should showcase capability of SHS; hence decorations and food preparations if any, should serve as laboratory of SHS, and elementary schools should tap the services of nearby SHS.
3. Further, the Graduation Rites and Moving Up Ceremony should be conducted in an appropriate solemn ceremony befitting the graduating pupils and students and their parents; and appropriate restraint should be observed to avoid making the occasion into political activity.
 4. Private schools may have the option to follow or modify the provisions of this policy provided that austerity measures are strictly observed.
 5. For dissemination and strict compliance.


ALLAN C. PAREDAZO
Director IV

Encls.: As Stated

References: DepEd Order No. 7, s. 2016, DepEd Order No. 23, s. 2016
DepEd Order No. 143, s. 2016, DepEd Memo No. 143, s. 2016
Regional Memo No. 55, s. 2016

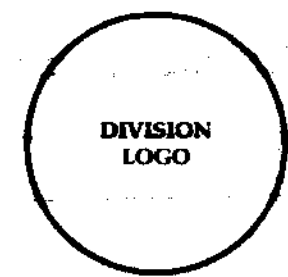
To be indicated in the Perpetual Index under the following subjects:
GRADUATION SCHOOL

PPRD/ian

SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education



REHIYON XXX
REGION XXX
SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXX

XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Junior High School na itinakda para sa
has satisfactorily completed the requirements for Junior High School prescribed for
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
Secondary Schools of the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.
Signed in XXXXXXXX, Philippines on the 1st day of April 2016.

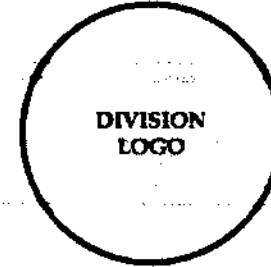
XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education



REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXX
DIVISION OF XXXXXXXX

PUROK NG XXXXXX
DISTRICT OF

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.
Signed in XXXXXXXXX, Philippines on the 1st day of April 2016.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

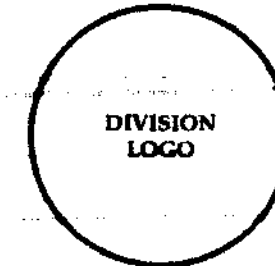
SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXX



XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

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

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
prescribed for Secondary Schools of the Department of Education and is therefore awarded this

KATIBAYAN
DIPLOMA

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.
Signed in XXXXXXXX, Philippines on the 1st day of April 2016.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

**UNIFIED PROGRAM FOR THE MOVING UP
AND GRADUATION CEREMONIES**

1. Kindergarten Moving Up Ceremony

Processional March	Candidates for Completion, Parents, Guests, Teachers
Philippine National Anthem	"Lupang Hinirang" Candidates for Completion
Doxology	(School's Choice) Candidates for Completion
Regional Hymn	Martsa ng Rehiyon Diyes Candidates for Completion
Division Hymn	(Division's Hymn) Candidates for Completion
Welcome Address	Star Pupil
Presentation of Candidates for Completion	School Head
Confirmation and Acceptance of Candidates for Completion	Schools Division Superintendent or his duly authorized representative
Distribution of Certificates	School Head
Message	Guest Speaker
Recognition of Achievements	School Head
Moving Up Song	(School's Choice) The Completers
Tribute	Star Pupils
Farewell Song	(School's Choice) The Completers
Acknowledgement	School Head
Recessional March	Teachers, Guests, Parents, Completers

Remark: Cuing is highly recommended than a presence of Master of Ceremony.

2. Elementary/ Senior High School Graduation Ceremony

Processional March	Graduating Pupils and Parents, Keynote Speaker, Guests, PTA Officials, Faculty and Staff
Philippine National Anthem	"Lupang Hinirang" The Graduating Class
Doxology	(School's Choice) The Graduating Class
Regional Hymn	Martsa ng Rehiyon Diyes The Graduating Class
Division Hymn	(Division's Hymn) The Graduating Class
Welcome Address	Second Honors
Presentation of Candidates for Graduation	School Head
Confirmation and Acceptance of Candidates for Graduation	Schools Division Superintendent or his duly authorized representative
Reading of the Message of DepEd Secretary	Schools Division Superintendent or his duly authorized representative
Distribution of Certificates	School Head, DepEd Officials
Awarding of Honors, Commencement	School Head, DepEd Officials
Introduction of Keynote Speaker	Teacher
Keynote Speech	Keynote Speaker
Tribute	First Honors
Graduation Song	(School's Choice) The Graduates
Pledge of Loyalty	Third Honors
Farewell Song	(School's Choice) The Graduates
School Report Card	School Head
Acknowledgement	School Head
Recessional March	Faculty and Staff, PTA Officials, Guests, Keynote Speaker, Graduates and Parents

Remark: Cuing is highly recommended than a presence of Master of Ceremony.

3. Junior High School Moving Up Ceremony

Processional March	Candidates for Completion, Parents, Guests, Teachers
Philippine National Anthem	*Lupang Hinirang* Candidates for Completion
Doxology	(School's Choice) Candidates for Completion
Regional Hymn	Martsa ng Rehiyon Diyes Candidates for Completion
Division Hymn	(Division's Hymn) Candidates for Completion
Welcome Address	Second Honors
Presentation of Candidates for Completion	School Head
Confirmation and Acceptance of Candidates for Completion	Schools Division Superintendent or his duly authorized representative
Distribution of Certificates	School Head
Reading of the Message of DepEd Secretary	Schools Division Superintendent or his duly authorized representative
Recognition of Achievements	School Head
Message	Guest Speaker
Tribute	First Honors
Moving Up Song	(School's Choice) The Completers
Acknowledgement	School Head
Recessional March	Completers, Parents, Guests, Teachers

Remark: Cuing is highly recommended than a presence of Master of Ceremony.