



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

2022 - 52742

DM - 2022-06-333

DEPED MALAYBALAY CITY DIVISION

**RELEASED**

DATE: JUN 1 2022 Time: 10:20

By: \_\_\_\_\_

**Division Memorandum**

No. 333 s. 2022

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors SGOD and CID  
 Public Schools District Supervisors  
 School Heads  
 All Others Concerned  
 This Division

FROM: VICTORIA V. GAZO, PhD., CESO V  
 Schools Division Superintendent

DATE: May 31, 2022

SUBJECT: **COMPOSITION OF SCHOOL CHECKING COMMITTEE AND DIVISION CHECKING COMMITTEE FOR THE EVALUATION OF THE SPECIAL ORDER (SO) APPLICATION FROM PRIVATE AND NON-DEPED INSTITUTION**

1. In accordance with Regional Memo No. 78,s.2019, documents to be submitted to the Regional Office for the issuance of Special Order should be properly checked and validated to avoid delay due to inconsistency of documents.

2. **School Checking Committee**

Chair	School Principal
Co-Chair	School Registrar/ LIS Coordinator
Members	Faculty President (plus 2 faculty member)

3. **Division Checking Committee/Evaluation Team**

Chair	Lorenzo O. Capacio, EdD	Chief Education Supervisor, SGOD
Co-Chair	Mary Gladys J. Dublas	Division Private School Coor.
Members	Rosalio P. Arangco	EPS, SGOD
	Analy L. Ocier	EPS-Science/ SHS Coor.
	Ma. Concepcion R. Reyes	EPS, Filipino
	Edelina M. Ehora	SEPS, SMME



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
 Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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4. School Checking Committee (SCC) – shall be responsible for the review and preparation of required learners' documents for evaluation and submission.
- A. Letter-request from the principal of the applicant-school to the Schools Division Superintendent.
  - B. Copy of the Senior High School Government Permit issued by DepEd
  - C. List of learners eligible for the issuance of special order, specifying the last name, first name, middle name (Enclosure No. 1);
  - D. Special Order Form (Enclosure No.2);
  - E. School Form (SF) 5B - List of learners with complete SHS requirements;
  - F. School Form (SF) 9 - Learner's Progress Report Card (Grade 12 with at least up to 3rd Quarter grades;
  - G. School Form (SF) 10 - Learners Permanent Academic Record;
  - H. Clear copy of the original birth certificate duly authenticated by the Philippine Statistics Authority; and
  - I. If student is a foreigner - copy of the original birth certificate authenticated by a duly constituted authority of the country of origin of the student, alien certification registration, Bureau of Immigration certification and student visa duly authenticated by Bureau of Immigration.
  - J. School Checking Committee Report (Enclosure No.3)-to be placed in front of the folder
5. To ensure uniformity, only A4 paper size, bookman old font style (size 12) will be utilized in printing the Special Order Form.
6. Submission of special order application is on or before July 1,2022. Only application which have fully complied with the requirements, without any deficiency shall be indorsed immediately to the Office of the Regional Director.
7. Schools are encouraged to submit a softcopy of the special order form to ensure the correctness of the complete name and sex of the learner (link will be provided upon the approval of the region ).



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8. Schedule of Checking at the **Division Office Gad Hall.**

1. Apu Palamguwan Cultural Education Center Inc.	June 16,2022
2. Bethel Baptist Christian Academy	June 16,2022
3. Brightspark Christian Academy	June 16,2022
4. Casisang International Christian School	June 16,2022
5. Marywoods Academy Incorporated	June 17,2022
6. Mindanao Arts & Technological Institute Inc.	June 17,2022
7. Saint Isidore High School	June 17,2022
8. San Isidro College	June 17,2022
9. Saint Isidore Academy of Bukidnon, Inc.	June 20,2022
10. Saint Michael High School, Inc.	June 20,2022
11. STI Malaybalay	June 20,2022

5. Should there be queries, contact Mary Gladys J. Dublas, EPS II/  
Division Private School Coordinator at 09060238429.

SGOD/SMME/mgd71



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**Enclosure No. 1: List of Learners Eligible for Special Order**

**List of Learners Eligible for Special Order**

Name of School : \_\_\_\_\_

Complete Address: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Track/Strand: \_\_\_\_\_

Total Number of Graduating Students: \_\_\_\_\_

**Male**

1. ABAD, JOHN SYRIELLE NOB
2. ABCAS, PAUL KENNETH CAHARIAN
3. ALAB, JOHN MARK LOUIE REGACHO
4. BASAK, JOSHUA BILL ABAD
5. BARDO, KURT ANDREY TAN
6. CARDO, JAMES SANTOS
7. CARAG, JOSE DIEZ
8. DIMO, AL ABAD
9. DAL, DANTE CAGANG
10. EDMA, NEIL ANG
11. ESRA, EDISON KHO
12. FAJARDO, JOSE RAMOS
13. FAMAS, NIKKO ROA
14. GAMAT, ROY TAN
15. GOMEZ, PAUL DY
16. JAGNA, MIKE ABAD
17. JUMALON, JOSE SANTOS
18. TAMULA, REY BARETO
19. UMALA, VINCE PACALDO
20. VALMORES, PRINCE DANTES
21. YAMARO, SIMON SAMACO
22. YAP, MIGUEL SANTOS

**Female**

1. AYUP, YANARA JUMAMIL
2. ALAB, SIENA LABADAN
3. BARTE, NIKKA GO
4. BAGUIO, SARAH TAN
5. CANDA, CAREN BANTA

6. DOMA, LILA PALANG
7. DUMANJOG, LOVELY SIA
8. EGAR, NAOMI ABAS
9. ERASMO, PERRY SANTOS
10. FALGAR, RIZZA LABARTE
11. FAUNILLAN, MICA SALCEDO
12. GARGAR, FITCHIE DAMPAS
13. HAMADI, FATIMA ABANTAS
14. IGCALINOS, SIMEONA DIEZ
15. JAMIS, PILAR SILVA
16. KIMPO, ROWENA SABA
17. LIEMPO, MAUREN TIBAY
18. MANALO, BIANCA SALVA
19. RAMOS, LAURA GO
20. ZAMAYLA, GILDA TACNA

**Certified True and Correct:**

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**Signature Over Printed Name of School Registrar**

**Attested by:**

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**Signature Over Printed Name of School Principal**



Date: June 3, 2022

**SPECIAL ORDER**

No. \_\_\_\_\_, s. 2021

On the basis of the records submitted by, Saint Michael High School of Linabo, Inc., Purok – 1, Linabo, Malaybalay City, Bukidnon, approval of the eligibility for completion of **Senior High School** of the following as of May 2021 upon the successful completion of the work now being taken in the **SENIOR HIGH SCHOOL PROGRAM** is specifically in the **Academic Track, General Academic Strand** is hereby given and made a matter of record.

**MALE**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**FEMALE**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**Valid for 10 students only**

The foregoing approval is valid only for June 2022, the approval for any candidate for completion of the Senior High School is automatically cancelled is he/she does not complete the full requirements of the course on the date specified and is subject for revocation if the records upon which approval is based are later found not correct





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
DepEd Region X – Northern Mindanao



For the Secretary of Education:

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

(NOT VALID WITHOUT SEAL/  
WITH ERASURE/ALTERATION)

SHS 5B – Checked by:	ROSALIO P. ARANGCO	_____
SF9 – Checked by:	ANALY L. OCIER	_____
SF10 – Checked by:	MARY GLADYS J. DUBLAS	_____
Evaluated by:	LORENZO O. CAPACIO	_____
Checked by:	REINANTE NOEL N. PELAGIO	_____

Reviewed by: **ROGELIO C. EVANGELISTA**  
Chief, QAD



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
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Department of Education Region 10  
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<http://deped10.com>





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Enclosure No. 3

**DIVISION CHECKING COMMITTEE REPORT**  
**SY 2021-2022**

**SCHOOL:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School Principal:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

DOCUMENTS/FORMS	IN-CHARGE	COMMENTS/REMARKS	SIGNATURE
SHS SF 5B	<b>ROSALIO P. ARANGCO</b>		
SF9	<b>ANALY L. OCIER</b>		
SF10	<b>MARY GLADYS J. DUBLAS</b>		
BC (PSA)	<b>EDELINA M. EBORA</b>		
SO FORM LIST OF LEARNERS	<b>MA. CONCEPCION R. REYES</b>		

*Evaluated by:*

**LORENZO O. CAPACIO**  
Chief Education Supervisor, SGOD



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## School Form 5B List of Learners with Complete SHS Requirements (SF5B-SHS)



Region

School Name 
 School ID 
 District 
 Division   
 Semester 
 School Year 
 Section   
 Track and Strand 
 Course/s (only for TVL)

No.	LRN	LEARNER'S FULL NAME (Last Name, First Name, Name Extension, Middle Name)	Completed SHS in 2 SYs? (Y/N)	National Certification Level Attained (only if applicable)
<b>MALE</b>				

STATUS	MALE	FEMALE	TOTAL
Learners who completed SHS Program within 2 SYs or 4 semesters			
Learners who completed SHS Program in more than 2 SYs or 4 semesters			
<b>TOTAL</b>			

STATUS	MALE	FEMALE	TOTAL
NC III			
NC II			
NC I			
<b>TOTAL</b>			

Note: NCs are recorded here for documentation but is not a requirement for graduation.

**GUIDELINES:**

No.	LRN	LEARNER'S FULL NAME (Last Name, First Name, Name Extension, Middle Name)	Completed SHS in 2 SYs? (Y/N)	National Certification Level Attained (only if applicable)
<b>FEMALE</b>				

- 1. This form should be accomplished by the Class Adviser at End of School Year.
- 2. It should be compiled and checked by the School Head and passed to the Division Office before graduation.

Reviewed By:

\_\_\_\_\_  
Signature of Class Adviser over Printed Name

Certified Correct & Submitted By:

\_\_\_\_\_  
Signature of School Head over Printed Name

Reviewed By:

\_\_\_\_\_  
Signature of Division Representative over Printed Name