



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

DM 2023-05-181  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: 5/19/23 TIME: 9:00  
 BY: [Signature]

**DIVISION MEMORANDUM**

No. 181, s. 2023

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

From:  **CHERRY MAE L. REYES, PhD, CESO V**  
 Schools Division Superintendent

Date: May 19, 2023

Subject: **CERTIFICATE TEMPLATES FOR THE 2023 END OF THE SCHOOL YEAR RITES AND OTHER INFORMATION**

1. In Consonance to DepEd Order 002 s. 2019 re: *School Year 2018-2019 K to 12 Basic Education Program End of the School Year Rites* and DepEd Order 009 s. 2023 re: *An Order Updating the Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End of the School Year Rites*, this Office, disseminates to the field the templates for the certificates to be use during the certificate conferment, the schedule of submission for signing of the Certificates to the Office of the Schools Division Superintendent and the number of days to be reflected in the School Form 9 the learners report card.

2. School Heads are advised to strictly follow the timeline to ensure that schedules are implemented by each district and schools. Before the production of the certificates school heads should ensure that spelling of the names and other information was thoroughly checked by the advisers versus the School Form 10 ( Learners Permanent Record and PSA Certificate) to avoid reproduction and resubmission. Prior to the submission to office of the Schools Division Superintendent for signing, certificates from the elementary schools within the district will be countercheck by the respective PSDS and the certificates from secondary schools will be countercheck by the EPS assigned in the district. Templates can be downloaded in the following links, Kindergarten <https://bit.ly/3pSSbSc>, Grade 6: <https://bit.ly/3OpcS2m>, JHS <https://bit.ly/3Bw3Rgj> and SHS <https://bit.ly/455Bmnq>.



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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3. This School years End of the School Year Rites focus on the theme: *Gradweyt ng K to 12 : Hinubog ng Matatag na Edukasyon (K to 12 Graduates: Molded through a Resilient Educational Foundation)*. *Casual or formal wear or school uniform* is the recommended graduation/moving up attire both for learners and teachers while Toga or sablay is allowed to be worn as an additional garb for the learners.

4. To ensure uniformity of backdrops on stage for the event, the schools are advised to download the backdrop templates. Links will be made available in the MC group chat for elementary and secondary school heads.

5. For inquiries, please contact *Vicente G. San Miguel,EdD*, Public Schools District Supervisor. Immediate and wide dissemination of this Memorandum is desired.

Copy furnished.  
Records Unit  
PSDS/VGSM



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Enclosure 1 of Division Memorandum \_\_\_\_\_ s. 2023

**SCHEDULE OF CERTIFICATE SIGNING**

SCHEDULE	SCHOOLS	DISTRICT	CHECKER
June 13,2023	Kalasungay CS	I	PSDS Pimentel
	Dalwangan NHS		EPS Gabales
	Dalwangan ES		PSDS Pimentel
	New Ilocos ES		PSDS Pimentel
	Patpat ES		PSDS Pimentel
June 14,2023	Capitan Anghel IS	I	Elem. PSDS Pimentel Secondary EPS Gabales
	Damitan ES		PSDS Pimentel
	Kalasungan NHS		EPS Gabales
	Can-ayan IS	II	Elem. PSDS Mortera Secondary EPS Salupado
	Baganao ES		PSDS Mortera
June 15,2023	Candiisan IS	II	Elem. PSDS Mortera Secondary EPS Salupado
	Incalbog ES		PSDS Mortera
	Tag-ilanao ES		PSDS Mortera
	Tintinaan ES		PSDS Mortera
	Kilap-agan IS		Elem. PSDS Mortera Secondary EPS Salupado
June 16,2023	Kibalabag IS	II	Elem. PSDS Mortera Secondary EPS Salupado
	Manalog IS		Elem. PSDS Mortera Secondary EPS Salupado
	Sumpong CS		PSDS Mortera
	Imbayao ES	III	PSDS Berial
	Imbayao NHS		EPS Yap
June 19,2023	Bukidnon National High School		SHS- PSDS Berial JHS-EPS Yap
	Sta Ana ES		PSDS Berial
June 20,2023	MCCS		PSDS Berial



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	Casisang NHS	IV	EPS Reyes
	BCT ES		PSDS Berial
	Brgy 9 ES		PSDS Berial
June 21,2023	Natid-asan ES	V	PSDS Balintongog
	AVES		PSDS Balintongog
	Casisang Central IS (Elem and JHS)		Elem. PSDS Balintongog Secondary EPS Bentillo
	Casisang SHS		EPS Bentillo
	San Jose ES		PSDS Balintongog
	Malaybalay City NHS		EPS Bentillo
June 22,2023	Mabuhay IS		Elem. PSDS Balintongog Secondary EPS Bentillo
	Panamucan ES	PSDS Balintongog	
	Aglayan CS	VI	PSDS Tan Nery
	Balangbang ES		PSDS Tan Nery
	Bendolan ES		PSDS Tan Nery
June 23,2023	Cabangahan ES		PSDS Tan Nery
	Laguitas ES		PSDS Tan Nery
	Magsaysay IS		Elem- PSDS Tan Nery Secondary EPS Adriatico
	Malaybalay City NSHS		EPS Adriatico
	Mapayag IS	Elem- PSDS Tan Nery Secondary EPS Adriatico	
June 26,2023	Apo Macote NHS	VII	EPS Valde
	Bangcud CS		PSDS Molina
	Bangcud NHS		EPS Valde
June 27,2023	Binalbagan ES		PSDS Molina
	Simaya IS		Elem.-PSDS Molina Secondary EPS Valde
	Dapulan ES		PSDS Molina
	Macote ES		PSDS Molina
	Calwag ES		PSDS Molina
	Luyungan HS		EPS Valde
June 28,2023	Padernal ES	PSDS Molina	
	IAGES	VIII	PSDS Allaba
	San Martin SIES		PSDS Allaba
	SMAINHS		EPS Pizarro
	Lalawan ES		PSDS Allaba
June 29,2023	Lalawan NHS	EPS Pizarro	
	Linabo CS	PSDS Allaba	



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	Paiwaig ES		PSDS Allaba
	San Roque ES		PSDS Allaba
	Sawaga ES		PSDS Allaba
June 30,2023	Bagong Silang ES	IX	PSDS San Miguel
	Dumayas ES		PSDS San Miguel
	Maligaya ES		PSDS San Miguel
	Managok CS		PSDS San Miguel
	Matangpatang ES		PSDS San Miguel
June 21,2023	Managok NHS	IX	EPS Ocier
	Lunokan ES		PSDS San Miguel
	Miglamin NHS		EPS Ocier
	Miglamin ES		PSDS San Miguel
	Langasihan ES		PSDS San Miguel
June 22,2023	Zamboanguita CS	X	PSDS Wales
	Busdi IS		Elem. PSDS Wales Secondary EPS Bongocan
	Caburanan ES		PSDS Wales
	Pighalugan ES		PSDS Wales
	Indalasa ES		PSDS Wales
June 26,2023	Silae NHS		PSDS Wales
	Silae ES		PSDS Wales
	Kibalabag ES		PSDS Wales
	St. Peter NHS		EPS Bongocan
	St. Peter ES		PSDS Wales
June 27,2023	Tuburan IS	Elem.-PSDS Wales Secondary- EPS Bongocan	
	Pigpamulahan ES	PSDS Wales	
	Mapulo ES	PSDS Wales	
	Kulaman ES	PSDS Wales	
			PSDS Wales



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Enclosure 2 of Division Memorandum \_\_\_\_\_ s. 2023

**Number of School Days for the School Year 2022-2023**

Number of School Days	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	total
	7	22	21	20	11	20	14	22	18	22	21	5	203

Sources: *DepEd Order 034 s. 2022 per compliance to RA No. 7797 An Act to Lengthen the School Calendar from 200 days to not more 220 class days*

a. Sample Kindergarten Certificate

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Republic of the Philippines  
Kagawaran ng Edukasyon  
Department of Education  
REHIYON 2- HILAGANG MINDANAO  
Region 2 - Northern Mindanao  
SANGAY NG LUNGOD MALAYBALAY  
DIVISION OFFICE MALAYBALAY CITY  
Purok XXXXXXXXXX  
XXXXXXXXXXXX  
**XXXXXXXX ELEMENTARY SCHOOL**

Pinatutunayan nito na si  
This certifies that

**JUAN A. DELA CRUZ**

Licensee/Registration Number (LRN) XXXXXXXXXX

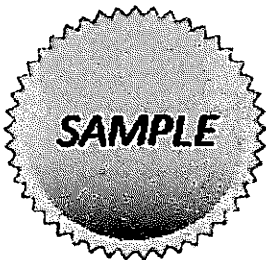
ay kaniyang nakatupad sa mga kinakailangan sa Kurikulum ng Kindergarten na tinatalala  
has substantially completed the requirements of the Kindergarten Curriculum as prescribed  
ng Kagawaran ng Edukasyon, kaya pinapalibutan siya nitong  
by the Department of Education, and is therefore awarded this

**KATUNAYAN  
CERTIFICATE**

Nilagdaan sa Lungod Malaybalay, Pilipinas nitong Ika-7 ng Hulyo 2023.  
Signed in Malaybalay City, Mindanao on the 7th day of July, 2023

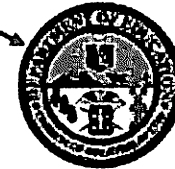
**NAME OF PRINCIPAL)**  
Punongguro  
Principal

**CHEERY MAE L. LIMRACO-HEYES, Ph.D, CESO V**  
Punonggoy na Tagapamamahala ng mga Paaralan  
Schools Division Superintendent



a. Sample Grade 6 Certificate

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Kagangaran ng Edukasyon  
Department of Education  
REHIYON X- HILAGANG MINDANAO  
Region X - North Mindanao  
SANGAY NG LUNGOD MALAYBALAY  
DIVISION OF MALAYBALAY CITY  
PUROK XXXXXXXXXX  
DISTRICT XXXXXXX

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si  
This certifies that

**JUAN A. DELA CRUZ**  
Learner Reference Number (LRN): XXXXXXXXXXXXXXX

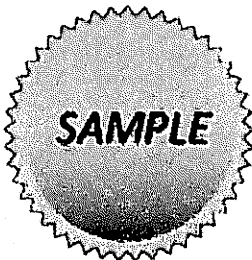
ay kasiyapiyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinukla  
has competently completed the requirements of the elementary Curriculum as prescribed  
ng Kagawaran ng Edukasyon, kaya pinagkalooban saya nitong  
by the Department of Education and is therefore awarded this

**KATUNAYAN**  
CERTIFICATE

Nilagdaan sa Lungtod Malaybalay, Pilipinas nitong ika-7 ng Hulyo 2023.  
Signed in Malaybalay City, Philippines on the 7th day of July, 2023

(NAME OF PRINCIPAL)  
Pangangulo  
Principal

**CHERRY MAE L. LIMBAO-REYES, Ph.D., CESO V**  
Pangalawang Tagapamunilik ng mga Paaralan  
Deputy Division Superintendent





b. Sample Grade 10 Certificate

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Kagawaran ng Edukasyon  
 Department of Education  
 Region X - Eastern Mindanao  
**HEHIFON X HILAGANG MINDANAO**  
 Region X - Eastern Mindanao  
**SANGAY NGLUNGBOD MALAYBALAY**  
 SCHOOL DIVISION OFFICE MALAYBALAY CITY  
**PUROK NG XXXXX**  
 District XXXX  
**XXXXXX HIGH SCHOOL**

Pinagtatampayan nito na si

**JUAN A. DELA CRUZ**

Licensee Identification Number: B-12345678901234567890

ay kinapapaligyan ng makatupad na mga lamakabangon sa Kurikulum ng Junior High School na sinakala para sa

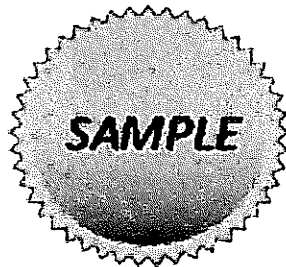
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinaglabohan sa nating

**KATUNAYAN**  
CERTIFICATE

Nilagdaan sa Lungod Malaybalay, Filipinas nitong araw 7 ng Hulyo 2023.

**NAME OF PRINCIPAL**  
Punangguro  
Principal

**CHERRY MAE L. LIMCO-BEVES, Ph.D., CESO V**  
Punangguro na Tagapamamahala ng mga Paaralan  
Principal in Charge



d. Sample Grade 12 Diploma

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Kagawaran ng Edukasyon  
Department of Education  
REHIYON X-HILAHANG MINDANAO  
Region - Sarangani Mindanao  
SANGAY NG LUNGOD MALAYBALAY  
DIVISION OFFICE - MARIKINA CITY  
PUROK XXX  
DISTRICT XXX  
**XXXXXX HIGH SCHOOL**

Pinatunayan nito na si  
This certifies that

**JUAN A. DELA CRUZ**

Licence Reference Number (LRN): XXXXXXXXXXXXXXXXX

ay kaniyang nakatupad sa mga kinakailangan sa Pagtatapos ng Senior High School  
has satisfactorily completed the requirements for graduation in Senior High School

**TRACK  
STRAND**

na tinukod para sa Matatag na Pansarili ng Kagawaran ng Edukasyon. Inyong pinaghalal na mga pangangailangan  
presented to Secretary, Schools of the Department of Education and is therefore awarded this

**Specify the track and strand**

**KATIIBAYAN  
DIPLOMA**

Nilagaan sa Lungod ng Malaybalay, Pimpinac nitong ika- \_\_\_\_\_ ng Hulyo 2023.

Signed in Marikina City, Philippines on the \_\_\_\_\_ day of July 2023

(NAME OF PRINCIPAL)  
Punongguro  
Principal

**CHERRY MAR L. LIMBA CO-REYS, Ph.D., CESO V**  
Punongguro na Tagapamamahala ng mga Paaralan  
School Division Superintendent

