



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

2024-91881

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DEPED MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 143, s. 2024

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

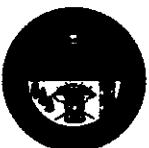
From: 
CHERRY MAE L. REYES
Schools Division Superintendent

Date: March 26, 2024

Subject: **CERTIFICATE TEMPLATES FOR THE 2024 END OF THE SCHOOL YEAR RITES AND OTHER INFORMATION**

1. In alignment with DepEd Order 002 s. 2019 regarding the School Year 2018-2019 K to 12 Basic Education Program End of the School Year Rites, and DepEd Order 009 s. 2023 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 hereby disseminates to the field the templates for the certificates to be used during the certificate conferment. Additionally, the schedule for 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, are included for reference.

2. School heads are urged to meticulously adhere to the designated timeline to ensure the smooth execution of schedules within each district and school. It is imperative that, before certificate production, meticulous attention is given to verifying the accuracy of names and other crucial information against the School Form 10 (Learners Permanent Record and PSA Certificate) to preempt any necessity for reproduction and resubmission. Elementary school certificates within the district should undergo thorough counterchecking by the respective PSDS, while secondary school certificates require validation by the EPS assigned in the district. Additionally, school heads are directed to download templates from the provided links for customization, ensuring efficient contextualization. The provided links offer templates for Kindergarten: <https://bit.ly/499q4zq>, Grade 6: <https://bit.ly/3vrSVB0>, Junior High School (JHS): <https://bit.ly/3IUKul4>, and Senior High School (SHS): <https://bit.ly/4anVxiR> certificates, facilitating the process while maintaining accuracy and timeliness.



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3. During the moving up ceremony, school personnel may opt for either casual or formal wear, including the school uniform. However, for the graduation ceremony, it is encouraged for them to embrace Filipino tradition by wearing Filipiniana attire and Barong Tagalog to foster a sense of cultural pride and unity during the event. Additionally, learners are given the choice to further symbolize their academic achievements by donning either a Toga or Sablay, allowing them to express their cultural identity while commemorating their educational milestones in a manner that resonates with both tradition and formality.

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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SCHEDULE OF CERTIFICATE SIGNING

SCHEDULE	SCHOOLS	DISTRICT	CHECKER
April 15, 2024	Kalasangay CS	I	PSDS Pimentel
	Dalwangan NHS		EPS Valde
	Dalwangan ES		PSDS Pimentel
	New Ilocos ES		PSDS Pimentel
	Patpat ES		PSDS Pimentel
April 16, 2024	Capitan Anghel IS	I	Elem. PSDS Pimentel
			Secondary EPS Valde
	Damitan ES		PSDS Pimentel
	Kalasangay NHS	II	EPS Valde
	Can-ayan IS		Elem. PSDS Mortera
		Secondary EPS Pizarro	
	Baganao ES		PSDS Mortera
April 17, 2024	Candiisan IS	II	Elem. PSDS Mortera
			Secondary EPS Pizarro
	Incalbog ES		PSDS Mortera
	Tag-ilanao ES		PSDS Mortera
	Tintinaan ES		PSDS Mortera
	Kilap-agan IS		Elem. PSDS Mortera
			Secondary EPS Pizarro
April 18, 2024	Kibalabag IS	II	Elem. PSDS Mortera
			Secondary EPS Pizarro
	Manalog IS		Elem. PSDS Mortera
		Secondary EPS Pizarro	
		Sumpong CS	III
	Imbayao ES	PSDS Berial	
	Imbayao NHS	CES Quirog	
April 19, 2024	Bukidnon National High School		SHS- PSDS Berial
			JHS- CES Quirog
	Sta Ana ES		PSDS Berial



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April 22, 2024	MCCS	IV	PSDS Berial	
	Casisang NHS		EPS Yap	
	BCT ES		PSDS Berial	
	Brgy 9 ES		PSDS Berial	
April 23, 2024	Natid-asan ES	V	PSDS Balintongog	
	AVES		PSDS Balintongog	
	Casisang Central IS (Elem and JHS)		Elem. PSDS Balintongog Secondary EPS Bentallo	
	Casisang SHS		EPS Salupado	
	San Jose ES		PSDS Balintongog	
	Malaybalay City NHS		EPS Salupado	
April 25, 2024	Mabuhay IS	VI	Elem. PSDS Balintongog Secondary EPS Salupado	
	Panamucan ES		PSDS Balintongog	
	Aglayan CS		PSDS Tan Nery	
	Balangbang ES		PSDS Tan Nery	
	Bendolan ES		PSDS Tan Nery	
April 26, 2024	Cabangahan ES	VI	PSDS Tan Nery	
	Laguitas ES		PSDS Tan Nery	
	Magsaysay IS		Elem- PSDS Tan Nery Secondary EPS Bongocan	
	Malaybalay City NSHS		EPS Bongocan	
	Mapayag IS		Elem- PSDS Tan Nery Secondary EPS Bongocan	
	April 29, 2024		Apo Macote NHS	VII
	Bangcud CS	PSDS Molina		
	Bangcud NHS	EPS Valde		
April 30, 2024	Binalbagan ES		PSDS Molina	
	Simaya IS		Elem.-PSDS Molina Secondary EPS Bentallo	
	Dapulan ES		PSDS Molina	
	Macote ES		PSDS Molina	
	Calwag ES		PSDS Molina	
	Luyungan HS		EPS Bentallo	
	April 31, 2024		Padernal ES	PSDS Molina
			IAGES	PSDS Allaba
San Martin SIES		PSDS Allaba		
SMAINHS		EPS Ocier		
	Lalawan ES		PSDS Allaba	



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May 2, 2024	Lalawan NHS	VIII	EPS Pizarro
	Linabo CS		PSDS Allaba
	Paiwaig ES		PSDS Allaba
	San Roque ES		PSDS Allaba
	Sawaga ES		PSDS Allaba
May 3, 2024	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
May 4, 2024	Managok NHS	IX	EPS Reyes
	Lunokan ES		PSDS San Miguel
	Miglamin NHS		EPS Reyes
	Miglamin ES		PSDS San Miguel
	Langasihon ES		PSDS San Miguel
May 5, 2024	Zamboanguita CS	X	PSDS Wales
	Busdi IS		Elem. PSDS Wales Secondary EPS Gabales
	Caburanan ES		PSDS Wales
	Pighalugan ES		PSDS Wales
	Indalasa ES		PSDS Wales
May 6, 2024	Silae NHS	X	PSDS Wales
	Silae ES		PSDS Wales
	Kibalabag ES		PSDS Wales
	St. Peter NHS		EPS Gabales
	St. Peter ES		PSDS Wales
May 7, 2024	Tuburan IS	X	Elem.-PSDS Wales Secondary- EPS Gabales
	Pigpamulahan ES		PSDS Wales
	Mapulo ES		PSDS Wales
	Kulaman ES		PSDS Wales



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Number of School Days for the School Year 2023-2024

Number of School Days	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	total
	3	21	22	19	10	22	21	19	21	22	180

Sources: *DepEd Order 022 s. 2023 and DepEd Order 003 s. 2024.*