




Republic of the Philippines
Department of Education
Region IV-A CALABARZON
City Schools Division of Cabuyao
City of Cabuyao, Laguna



MEMORANDUM

TO : All Administrators of Private Schools/Colleges &
Technical-Vocational Institutions
OIC, Chief, Schools Governance and Operations Division
Public Schools District Supervisor
SEPS/EPS - School Management Monitoring and Evaluation
Senior High School Coordinator
All Others Concerned

FROM : 
DORIS D.J. ESTALILLA
OIC - Schools Division Superintendent

SUBJECT : GUIDELINES ON THE ISSUANCE OF SPECIAL ORDERS FOR THE
APPROVAL OF THE ELIGIBILITY FOR GRADUATION FROM
SENIOR HIGH SCHOOLS OF GRADE 12 LEARNERS ENROLLED IN
PRIVATE SCHOOLS/COLLEGES & TECHNICAL-VOCATIONAL
INSTITUTIONS FOR SCHOOL YEAR 2017-2018

DATE : MARCH 9, 2018

Relative to the issued DepEd-4A-RM-05-18 dated March 7, 2018 on above subject, the field is requested to submit the requirements to the Schools Division Office of Cabuyao on or before March 13, 2018.

The following are the requirements to be submitted:

1. Graduation Form (Form 9)
2. Form 137 (previous school and current school)
3. Photocopy of Government Permit (per track, strand, specialization)
4. Birth Certificate (PSA)
5. *Summer Class Permit (for those schools which offered summer class)*
 - Certification/report card for students with summer class
6. List of graduating students (hard & soft copy)
 - Alphabetical: Male and Female
 - Per section, track, strand, specialization

For immediate dissemination and compliance.

att/s: 1. DepEd-4A-RM-05-18 dated March 7, 2018
2. Template for Graduation Form (Form 9)
3. Template for Special Order

sgod/p&r/eam

UM 109 s. 2018



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV-A CALABARZON
Division of _____

Division
Logo

ATTESTATION

Month Day, Year

DIOSDADO M. SAN ANTONIO

Regional Director

Region IV-A CALABARZON

Thru: **EDENIA O. LIBRANDA**
OIC, QAD

Whereas, this Office received **ALL** the required documents stipulated in the Regional Memorandum DEPED-4A-RM-05-18- from **NAME OF SCHOOL, Address of School**, for the issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners for School Year 2017-2018;

The undersigned, now therefore attest to the **VERACITY OF DOCUMENTARY INFORMATION** and **COMPLIANCE** of the said private school/college/technical-vocational institution to the requirements of the Department of Education and request that the Regional Office issue Special Order Numbers for the Grade 12 graduating students.

Attested by:

Signature
NAME OF SGOD CHIEF
SGOD Chief

Recommending Approval:

Signature
NAME OF SCHOOLS DIVISION SUPERINTENDENT
Schools Division Superintendent



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON

Gate 2 Karangalan Village
 1900 Cainta, Rizal



January 10, 2018

SPECIAL ORDER (A)

No. _____, s. _____

On the basis of the records submitted by _____ **(Name of School)**
 _____ **(Address)** approval of the eligibility for completion of **Senior High School**
(Track: _____, Strand: _____, Specialization: _____) of the following
 as of _____ **(Month, Year)** upon the successful completion of the work now being taken in the
 _____ **K to 12 Basic Education Program** _____ is hereby given and made a matter of record:

- | | |
|---------------------------------------|-----|
| 1. (LAST NAME, First Name, MI) | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Valid for _____ **number** _____ students only.

The foregoing approval is valid only for _____ **(Month, Year)** _____. The approval for any candidate for completion of the Senior High School is automatically cancelled if he does not complete the full requirements of the course on the date specified, and is subject to revocation if the records upon which the approval is based are later found not correct.

(NOT VALID WITHOUT SEAL OR WITH ERASURE OR ALTERATION)

For the Secretary of Education,

Enrolment checked by: _____
 Form 9 checked by: _____
 Verified against original: _____
 Evaluated by: _____
 Checked by: _____
 Reviewed by: _____

DIOSDADO M. SAN ANTONIO
 Director IV

Template for TVL: HE

FORM 9 (Graduation Form)

LEARNER REFERENCE NO. (LRN): _____
 NAME: _____ DATE OF BIRTH: _____ AGE: - _____
 NAME OF FATHER: _____ MOTHER'S MAIDEN NAME: _____
 LAST SCHOOL ATTENDED: _____ SY: _____

GRADE 11 (FIRST SEMESTER) SY _____ GRADE 11 (SECOND SEMESTER) SY _____

SUBJECTS	Final Grade	Action Taken	No. of Hours	SUBJECTS	Final Grade	Action Taken	No. of Hours
Core				Core			
Oral Communication in Context		Passed	80	Reading & Writing Skills		Passed	80
<i>Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino</i>		Passed or Failed	80	<i>Pagbasa at Pagsusuri ng Iba't-Ibang Teksto Tungo sa Pananaliksik</i>		Passed or Failed	80
General Mathematics			80	21 st Century Literature from the Philippines and the World			80
Personal Development / <i>Pansariling Kaunlaran</i>			80	Understanding Culture, Society and Politics			80
Physical Education and Health			20	Statistics & Probability			80
Contextualized & Specialization				Physical Education & Health			20
English for Academic and Professional Purposes			80	Contextualized & Specialization			
<i>Filipino sa Piling Larangan (Tech-Voc)</i>			80	Practical Research 1			80
Tour Guiding Services (NC II)			80	Tour Guiding Services (NC II)			80
Bread and Pastry Production (NC II)			80	Bread and Pastry Production (NC II)			80
Total			660	Total			660

GRADE 12 (FIRST SEMESTER) SY _____ GRADE 12 (SECOND SEMESTER) SY _____

SUBJECTS	Final Grade	Action Taken	Hours	SUBJECTS	Grade	Action Taken	Hours
Core				Core			
Earth and Life Science		Passed/Failed	80	Physical Science		Passed/Failed	80
Introduction to the Philosophy of the Human Person			80	Physical Education & Health			20
Contemporary Philippine Arts from the Regions			80	Contextualized & Specialization			
Media and Information Literacy			80	Empowerment Technologies (for Tech-Voc)			80
Physical Education & Health			20	Entrepreneurship			80
Contextualized & Specialization				Inquiries, Investigation and Immersion			80
Practical Research 2			80	Tourism Promotion Services (NC II)			80
Tourism Promotion Services (NC II)			80	Food and Beverages Services (NC II)			80
Food and Beverages Services (NC II)			80	Work Immersion			80
Total			660	Total			660

Summer: _____ Summer: _____

SUBJECTS	Final Gr.	Action	Hours	SUBJECTS	Final Gr.	Action	Hours

Core Subjects 15 = 1,200 hours
 Contextualized 7 = 560 hours
 Specialization 9 = 720 hours
Total 31 = 2,480 hours

Classified as Grade 12, Sch. Yr. _____

School: _____

I hereby certify that this is a true record of

As per requirement of the Dep-Ed. He/She is eligible for graduation in _____ 20 _____

Checked & Evaluated by:

_____ Date _____

_____ NAME _____
 Principal / Administrator

(EPS, In-Charge of Private Schools)

Template for STEM

FORM 9 (Graduation Form)

LEARNER REFERENCE NO. (LRN): _____

NAME: _____ DATE OF BIRTH: _____ AGE: _____

NAME OF FATHER: _____ MOTHER'S MAIDEN NAME _____

LAST SCHOOL ATTENDED: _____ SY: _____

GRADE 11 (FIRST SEMESTER) SY _____

SUBJECTS	Final Grade	Action Taken	No. of Hours
Core			
Oral Communication in Context		Passed	80
Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino		Passed or Failed	80
General Mathematics			80
Earth Science			80
Introduction to the Philosophy of the Human Person			80
Physical Education & Health			20
Contextualized & Specialization			
Empowerment Technologies: ICT for Professional Tracks			80
<i>Pre-Calculus</i>			80
Total			580

GRADE 11 (SECOND SEMESTER) SY _____

SUBJECTS	Final Grade	Action Taken	No. of Hours
Core			
Reading & Writing Skills		Passed	80
Pagbasa at Pagsusuri ng Iba't-Ibang Teksto Tungo sa Pananaliksik		Passed or Failed	80
Statistics & Probability			80
Disaster Readiness & Risk Reduction			80
Personal Development/ Pansariling Kaunlaran			80
Physical Education & Health			20
Contextualized & Specialization			
Research in Daily Life I			80
<i>Basic Calculus</i>			80
<i>General Chemistry 1</i>			80
Total			660

GRADE 12 (FIRST SEMESTER) SY _____

SUBJECTS	Final Grade	Action Taken	Hours
Core			
21 st Century Literature from the Philippines & the World		Passed/Failed	80
Contemporary Philippine Arts from the Regions			80
Media & Information Literacy			80
Understanding Culture, Society and Politics			80
Physical Education & Health			20
Contextualized & Specialization			
English for Academic and Professional Purposes			80
Pagsulat sa Filipino sa Piling Larangan (Akademik)			80
<i>General Physics 1</i>			80
<i>General Biology 1</i>			80
Total			660

GRADE 12 (SECOND SEMESTER) SY _____

SUBJECTS	Grade	Action Taken	Hours
Core			
Physical Education & Health		Passed/Failed	20
Contextualized & Specialization			
Research in Daily Life 2			80
Entrepreneurship			80
Research Project			80
<i>General Physics 2</i>			80
<i>General Biology 2</i>			80
<i>General Chemistry 2</i>			80
<i>Research/Capstone Project</i>			80
Total			580

Summer _____

SUBJECTS	Final Gr.	Action	Hours

Summer _____

SUBJECTS	Final Gr.	Action	Hours

Classified as Grade 12, School Year _____

School: _____

I hereby certify that this is a true record of

As per requirement of the Dep-Ed. He/She is eligible for graduation in _____ 20_____

Core Subjects 15 = 1,200 hours
 Contextualized 7 = 560 hours
 Specialization 9 = 720 hours
Total 31 = 2,480 hours

Checked & Evaluated by:

_____ Date

_____ NAME
Principal/Administrator

(EPS In-Charge of Private School)



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



DEPED-4A-RM-05-18-

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TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSDADO M. SAN ANTONIO
Director IV *ofibrando*

SUBJECT : GUIDELINES ON THE ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL OF THE ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL OF GRADE 12 LEARNERS ENROLLED IN PRIVATE SCHOOLS/COLLEGES & TECHNICAL-VOCATIONAL INSTITUTIONS FOR SCHOOL YEAR 2017-2018

DATE : March 7, 2018

1. Pursuant to DepEd Order No. 10, s. 2018, dated March 5, 2018, "Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical-Vocational Institutions (TVIs) for School Year 2017-2018". The Regional Office (RO) is authorized to issue special orders to schools that were issued provisional permits to operate in SY 2016-2017 or prior to this school year for the graduation of qualified Grade 12 learners.
2. Due to time constraints and considering the number of Senior High Schools in the Region, the evaluation and validation of documents shall be done at the Schools Division Offices (SDOs).
3. The following are the requirements to be submitted to the Division Office by the Private Schools/Colleges and Technical-Vocational Institutions (TVIs):
 - o Graduation Form (Form 9)
 - o Form 137 (previous school and current school)
 - o Photocopy of Government Permit (per track, strand, specialization)
 - o Birth Certificate (PSA)
 - o Summer Class Permit (for those schools which offered summer class)
 - Certification/report card, for students with summer class
 - o List of graduating students (hard & soft copy)
 - Alphabetical: Male and Female
 - Per section, track, strand, specialization

4. Applications for Special Orders of qualified Grade 12 learners for SY 2017-2018 shall be filed by the school through the Schools Division Office (SDO) at least 15 calendar days before the end of the current academic year.
5. Upon evaluation and validation of the Division Office the following documents are to be submitted to the Regional Office:
 - o List of Graduating Students (hard and soft copy)
 - o Per section: track, strand, specialization
 - o Graduation Form (Form 9)
 - o Attestation by the SDO
6. Enclosures to this Regional Memorandum are Template for Graduation Form (Form 9 for STEM and TVL) and template for Special Order and Format of Attestation by the SDO.
7. Immediate and wide dissemination of the Memorandum is desired.