



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY
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Division Memorandum No. 19, S. 2018

To: PSDS, EPS
School Heads of Public and Private Schools
All others concerned

REMINDERS FOR END OF SCHOOL YEAR RITES

1. This is to reiterate guidelines on the Moving Up or Closing ceremonies stipulated in previous DepEd Orders where rites should be simple and meaningful. This office announces the following activities for the End of School Year Rites.

Grade	Ceremony	Proof of Completion
Kindergarten	Moving Up Ceremony	See template found in Enclosure no.1 of DepEd Order 06 s. 2018
Grade 6 who will complete elementary education	Graduation	See template found in Enclosure no.2 of DepEd Order 06 s. 2018
Grade 10 who will complete junior high school education	Moving Up Ceremony	See template found in Enclosure no.3 of DepEd Order 06 s. 2018
Grade 12 learners	Graduation	See template found in Enclosure no.4 of DepEd Order 06 s. 2018

2. Confirming Officers.


The assignment of Confirming Officers for schools is found in *Annex A* of this memorandum. The following personnel are designated as Confirming Officers:

- Public Schools District Supervisors and Education Program Supervisors
- SGOD and CID Chief, Administrative Officer
- SDS and ASDS

3. Documents

- a. Certificate of Completion and Diploma. Certificates and diplomas shall be submitted to the Office of the Schools Division Superintendent 2 weeks prior to graduation. All school heads shall ensure that certificates/diplomas are correct
 - i. Certificate of Completion and Diploma template-use *Enclosure no. 1, 2, 3 and 4 of DepEd Order No. 06, s. 2018*.
- b. Birth Certificate. The birth certificate is the basis for names to be placed in the Certificate of Completion and Diploma to ensure that correct entries are placed.

4. For immediate dissemination and compliance.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

Annex A
ASSIGNMENT OF CONFIRMING OFFICERS

District	Name of School	Confirming Officers
West Baguio Central District	Elpidio Quirino Elementary School	Leticia A. Hidalgo
North Quezon District	Baguio Country Club Village Elementary School	Renaldo D. Umayat
Lucban District	Lucban Elementary School	Santiago L. Bugtong
Baguio City High	Hillside Annex	Leonard N. Dawaton
Baguio Central District	Dominican Mirador National High School	Juliet C. Sannad
North Quezon District	Rizal National High School	Marina D. Tabangcura
Mabini District	Mabini Elementary School	Simeon S. Yangyang
Lucban District	Magsaysay National High School	Santiago L. Bugtong
Baguio Central District	Baguio Central School	c/o ASDS and SDS
North Quezon District	Fort Del Pilar Elementary School	Renaldo D. Umayat
West Baguio Central District	Fairview Elementary School	Lolita A. Manzano
West Baguio Central District	Irisan Elementary School	Leticia A. Hidalgo
North Quezon District	Gibraltar Elementary School	Marina T. Tabangcura
Lucban District	Magsaysay Elementary School	Santiago L. Bugtong
Lucban District	Pinsao National High School	Francisco C. Copsiyan
Mabini District	Brookspoint Elementary School	Simeon S. Yangyang
West Baguio Central District	Santo Tomas National High School	Lourdes B. Lomas-e
Baguio City High	Fort Del Pilar Annex	Leonard N. Dawaton
West Baguio Central District	Josefa Cariño Elementary School	Esther Y. Melecio
West Baguio Central District	Pacday Quinio Elementary School	Esther Y. Melecio
North Quezon District	Jose P. Rizal Elementary School	Marina T. Tabangcura
Lucban District	Bonifacio Elementary School	Santiago L. Bugtong
Quezon District	Jose P. Laurel Elementary School	Rufina A. Suarding
Baguio City High School	Baguio City High –Regular	c/o ASDS and SDS

North Quezon District	Springhills Elementary School	Julia L. Ladiong
Lucban District	Tabora Elementary School	Jerry C. Ymson
Quezon District	Doña Aurora H. Bueno Elementary School	Marilyn S. Api-it
West Baguio Central District	Irisan National High School	Lourdes B. Lomas-e
Lucban District	Pinget National High School	Francisco C. Copsiyan
Mabini District	Holy Ghost Extension Elementary School	Arthur Tiongan
Baguio Central District	Aguinaldo Elementary School	Susana C. Aliping
Baguio Central District	Crystal Cave Elementary School	Susana C. Aliping
Baguio Central District	Dontogan Elementary School	Lolita A. Manzano
West Baguio Central District	Joaquin Smith National High School	Lourdes B. Lomas-e
West Baguio Central District	San Luis Elementary School	Esther Y. Melecio
Quezon District	SPED	Marilyn S. Api-it
Quezon District	Bakakeng Elementary School	Marilyn S. Api-it
West Baguio Central District	San Carlos Heights Elementary School	Juliet C. Sannad
North Quezon District	Loakan Elementary School	Juliet C. Sannad
Lucban District	Pinsao Elementary School	Jerry C. Ymson
Other Senior High Schools	Senior High Schools	c/o ASDS and SDS

Note: All Confirming Officers will make arrangement to their respective schools for their time schedules.

West Baguio Central District	Pines City National High School	Lourdes B. Lomas-e
Mabini District	Don Mariano Marcos Elementary School	Arthur Tiongan
Baguio Central District	Manuel Roxas Elementary School	Susana C. Aliping
Baguio Central District	Dominican-Mirador Elementary School	Susana C. Aliping
Baguio Central District	Santo Tomas Elementary School	Jacqueline C. Lampac
Baguio Central District	Adiwang Elementary School	Jacqueline C. Lampac
Mabini District	Doña Aurora Elementary School	Simeon S. Yangyang
Quezon & North Quezon District	Mil-an National High School	Brendalee C. Awingan
Quezon & North Quezon District	Happy Hollow National High School	Francisco C. Copsiyan
Lucban District	Guisad Valley National High School	Fernando B. Eleponga
Quezon & North Quezon District	Lindawan National High School	Brendalee C. Awingan
North Quezon District	Happy Hollow Elementary School	Julia L. Ladiong
Lucban District	Quirino Hill Elementary School	Fernando B. Eleponga
Quezon District	Camp 7 Elementary School	Rufina A. Suanding
Quezon & North Quezon District	San Vicente National High School	Brendalee C. Awingan
West Baguio Central District	Quezon Hill National High School	Leticia A. Hidalgo
Lucban District	Pinget Elementary School	Fernando B. Eleponga
North Quezon District	Lindawan Elementary School	Julia L. Ladiong
Quezon District	San Vicente Elementary School	Rufina A. Suanding
Quezon & North Quezon District	Bakakeng National High School	Brendalee C. Awingan
Quezon District	Manuel L. Quezon Elementary School	Rufina A. Suanding
Lucban District	Dona Aurora National High School	Jerry C. Ymson
Mabini District	Doña Nicasia J. Puyat Elementary School	Simeon S. Yangyang
Baguio City High	BCHS-STEP/SPA/SPS/OHSP	Leonard N. Dawaton
West Baguio Central District	Roxas National High School	Leticia A. Hidalgo
North Quezon District	Kias Elementary School	Julia L. Ladiong
West Baguio Central District	Quezon Hill Elementary School	Leticia A. Hidalgo