



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



MAR 02 2018

RELEASED

DIVISION MEMORANDUM

No. 88, s. 2018

DIVISION PROCEDURAL GUIDELINES IN THE APPLICATION OF SPECIAL ORDERS FOR GRADUATION IN PRIVATE SENIOR HIGH SCHOOLS FOR SY 2017-2018

To : Assistant Schools Division Superintendent
Division Chiefs
Private Senior High School Principals
District Supervisors
All Others Concerned

1. Special Orders (SO) shall be required for the graduation of students from the private Senior High Schools.

2. Applications shall be filed by the concerned schools to the Schools Division Office through the School Management, Monitoring and Evaluation (SMME) Section within sixty (60) calendar days before the end of the school year for the big schools with a student population of one hundred (100) and up. Only applications which are in full compliance of the requirements shall be endorsed by the Schools Division Superintendent to the Regional Director through the Quality Assurance Division. Small schools with less than one hundred (100) graduating students are encouraged to submit SO applications after the completion of their final grades to pave the way to the big schools that have hundreds and thousands of graduates for the review of their documents. Further, school principals or registrars are requested to be a part of the review committee to facilitate the document assessment.

3. The documentary requirements are as follows:

- a. Letter of Recommendation from the School Registrar/School Principal or Administrator for checking documents of the candidates for Graduation
- b. List of the names of all students – Recipients of Certificates of Diploma arranged according to SHS Track, Strand, Specialization
- c. Form 137A originally signed by the school principal/administrator and with a school seal
- d. Form 9 to be duly signed by the School Head and SDO-SEPS in-charge of the private schools
- e. Certified true copy of the SHS Student's permanent record/F137B from the JHS



Republic of the Philippines
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Cordillera Administrative Region
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DIVISION MEMORANDUM
No. 33, s. 2018

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RELEASED

DIVISION PROCEDURE
ORDERS FOR

- f. Certified true copy of the SHS Student's permanent record of the latter school, if the student is a transferee from another school
- g. Certified true copy of the NSO/PSA Birth Certificate for Filipino citizen students. For foreign students, submit copies of Birth Certificate from a foreign country and certification from the Bureau of Immigration.

4. Immediate dissemination of this memorandum is desired.

All Others Concerned

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