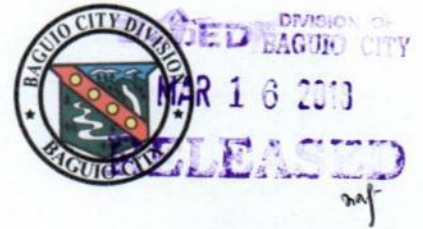




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DIVISION MEMORANDUM
No. 104 , s. 2018

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

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

1. This is to inform the field on the following adjustment of the Division Memorandum No. 88, s. 2018 re: Division Procedural Guidelines in the Application of Special Orders (SO) for SY 2017-2018:

a. applications of all private Senior High Schools for SO shall be filed through the Schools Division Office (SDO) as soon as the school is done with all the documentary requirements for SO application. Schools are then encouraged to fast-track the computation of grades of the graduating students and the preparation of pertinent attachments to F137 (duly signed by the school principal/administrator) such as list of the names of all students, certified true copy of F137 in the JHS, certified true copy of the NSO/PSA Birth Certificate for Filipino citizen students and Birth Certificate from a foreign country for foreign students.

b. F9 will no longer be required since F137 can be computer-generated. Letter of recommendation will be replaced with certification from the School Registrar/ School Principal or Administrator on the veracity of the submitted documents. This certification will help facilitate the processing of SOs to be at par with the timeline as mandated by the Central Office.

2. Immediate dissemination of this memorandum is desired.

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

For the Schools Division Superintendent:


SORAYA T. FACULO, PhD
OIC- Asst. Schools Division Superintendent