



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



February 5, 2026

DIVISION MEMORANDUM

No. **111-2026**

DEADLINE OF SUBMISSION OF APPLICATION FOR SPECIAL ORDER (SO) OF PRIVATE SCHOOL GRADUATES FOR S.Y 2017-2018 TO S.Y 2024-2025

To: Public Schools District Supervisors (PSDS)
Baguio City Association of Private Schools Officers (BCAPS)
Private School Administrators
All others concerned

1. Relative to **Regional Memorandum No. 080.2026** and pursuant to **DepEd Order No. 88, s. 2010, known as "2010 Revised Manual of Operations for Private Schools in Basic Education"**, this office shall implement a final deadline for the submission of SO applications, for the affected school years. This measure aims to streamline submissions, ensure data accuracy, facilitate timely processing and uphold compliance with existing DepEd policies on the issuance of Special Orders.
2. The deadline for the submission of SO applications for private school graduates covering School Years 2017-2018 to 2024-2025 shall be on or before **May 29, 2026**. All submissions shall be coursed through the Schools Management, Monitoring and Evaluation (SMME) Section, Schools Division of Baguio.
3. All Special Order (SO) applications for Senior High Graduates must be assessed and reviewed by the school head, the registrar and the adviser to ensure the correctness and completeness of all data entered in the SF10 and all other required documents.
4. Ensure the following entry: signatures of advisers, date and dry seal of the school. A month after the graduation (1st or 2nd Semester) SF 10 must be finalized for submission.
5. Failure to submit SO applications on time may lead to administrative review of the school's compliance and delay the release of SOs, which can affect the verifications of graduates' credentials.
6. For details or queries, kindly contact, SMME section at Tel No. 446-6738 or email at smmebaguio@gmail.com
7. Immediate dissemination of this memorandum is desired.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent