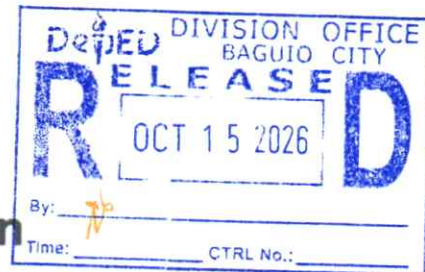




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



October 14, 2026

DIVISION MEMORANDUM

No. **706-2026**

**DEADLINE FOR THE SUBMISSION OF SPECIAL ORDER (SO) APPLICATIONS OF
PRIVATE SCHOOL GRADUATES FROM SY 2017-2018 TO SY 2025-2026 AND
COMPLIANCE WITH DOCUMENTARY REQUIREMENTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Division Senior High School Coordinator
School Heads/Administrators of Private Schools Offering Senior High School
All Others Concerned

1. Relative to **Regional Memorandum No. 080, s. 2026**, and pursuant to **DepEd Order No. 88, s. 2010**, otherwise known as the 2010 Revised Manual of Regulations for Private Schools in Basic Education, and DepEd Order No. 10, s. 2018, this Office reiterates the submission requirements for applications for Special Orders (SO) for eligible Senior High School (SHS) graduates of private schools.
2. The final deadline for the submission of complete SO applications covering **School Years 2017-2018 to 2025-2026** shall be on or before **October 29, 2026, at 5:00 PM**. All applications shall be coursed through the School Management, Monitoring, and Evaluation (SMME) Section of the Schools Division Office of Baguio City for evaluation and appropriate processing.
3. **Failure to submit** the complete application within the prescribed deadline without a valid and justifiable reason **shall result in inaction on the application**. Schools that fail to comply shall submit a written explanation stating the circumstances for the delay. Any subsequent action shall be subject to the applicable DepEd policies and the determination of the appropriate office.
4. To ensure the orderly evaluation and timely processing of SO applications, school heads and registrars shall check all documents before submission and avoid the following common errors:
 - a. **SF10-SHS**: Ensure that all SF10s bear the school seal, complete entries, and authorized signatures.
 - b. **Transferee Records**: Do not reconstruct grades. Record only subjects taken at the receiving school and attach the original or certified true copy of records from the last school attended.



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@deped.gov.ph
 DepEd Baguio City <https://depedpines.com>



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- c. **Graduation Date:** Ensure consistency between the date stated in the letter request and the SF10.
 - d. **SF10 Remarks:** Indicate the purpose: "For SO Application of Graduation Purposes".
 - e. **Folder and Labeling:** Use a RED folder with the proper school name, school year, and purpose label.
 - f. **Curriculum Compliance:** Verify completion of all prerequisite and requisite subjects and compliance with the allowable number of subjects per term.
 - g. **Term Remarks:** Indicate "Promoted," not "Passed," in the Remarks portion of every second semester or final term record, as applicable.
 - h. **Learner Information:** Ensure that the learner's name matches the birth certificate and all school records.
 - i. **Work Immersion:** Attach the required certificate from the school's partner agency or establishment.
 - j. **Subject Checklist:** Attach an individual checklist of subjects taken by each learner.
 - k. **Completeness and Corrections:** Submit complete, legible, properly arranged, and duly signed documents. Immediately correct and resubmit deficiencies identified by this Office, as delays in compliance may affect processing. Late submissions or delayed corrections shall not guarantee processing within the prescribed period.
5. For inquiries and clarifications, concerned personnel may coordinate with the SGOD-SMME Section, through **Arlani B. Buccat, EPS II, SMME- PRIVATE SCHOOL Focal Person**, at telephone number **074-4466738**.
 6. Immediate dissemination of and strict compliance with this Memorandum are desired.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent 