



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

March 11, 2019

**DIVISION MEMORANDUM**

No. 141, s. 2019

**INFORMATION DISSEMINATION RE: REGIONAL MEMORANDUM NO. 0119  
SERIES OF 2019 ENTITLED "SUBMISSION OF SPECIAL ORDER FOR  
GRADUATION FOR SENIOR HIGH SCHOOL EDUCATION COURSE AND SPECIAL  
ORDER FOR COMPLETION OF JUNIOR HIGH SCHOOL EDUCATION COURSE"**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary/Secondary School Heads  
Private School Administrators  
All Others Concerned

1. Attached is Regional Memorandum No. 0119 series of 2019 entitled "*Submission of Special Order for Graduation for the Senior High School Education Course and Special Order for Completion of Junior High School Education Course*" which is self-explanatory.
2. Public Schools District Supervisors/District In-Charge are reminded to coordinate with the private schools in their area of responsibility for the compliance of said memorandum.
3. Immediate and wide dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS, Ph.D. CESO V**  
Schools Division Superintendent 

11 MAR 2019



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City




February 28, 2019

REGIONAL MEMORANDUM  
No. 0119 Series of 2019

**SUBMISSION OF SPECIAL ORDER FOR GRADUATION FOR THE SENIOR HIGH SCHOOL  
EDUCATION COURSE AND SPECIAL ORDER FOR COMPLETION  
OF JUNIOR HIGH SCHOOL EDUCATION COURSE**

To: Schools Division Superintendents  
Private Secondary School Principals/Heads  
Heads of Private Technical-Vocational Institutions and Private Higher Education Institutions  
Offering Junior and Senior High School Programs  
All Others Concerned

1. This Regional Office reiterates the dissemination of Regional Memorandum no. 127, s. 2018 entitled "**Submission of Special Order for Graduation for the Senior High School Education Course**" for information and guidance of all concerned. Private schools are hereby reminded to submit applications for Special Order for Graduation for Senior High School Education Course **fifteen (15) days prior to the date of graduation.**
2. For applications of Junior High School Special Order for Completion, **private schools are also reminded to submit sixty (60) days prior to the date of completion or moving up exercise.**
3. Attached herewith is a copy of the said Regional Memorandum for your reference. Prompt submission of application is strictly observed.
4. Immediate and wide dissemination of this Memorandum is directed.

  
SALUSTIANO T. JIMENEZ, CESO VI  
OIC-ASSISTANT REGIONAL DIRECTOR  
JULIET A. JERUTA, PhD, CESO IV  
Director IV  
Regional Director

Enclosures as stated  
JAJ/STJ/BDT/IKSB  
QAD



REPUBLIKA NG PILIPINAS  
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 DEPARTMENT OF EDUCATION  
 REHIYON VII, GITNANG VISAYAS  
 REGION VII, CENTRAL VISAYAS  
 Sulong, Labug, Cebu City



REGIONAL MEMORANDUM  
 No. 127, Series of 2018

FEB 19 2018

**SUBMISSION OF SPECIAL ORDER FOR GRADUATION  
 FOR THE SENIOR HIGH SCHOOL EDUCATION COURSE**

To: Schools Division Superintendents  
 Private School Coordinators  
 Private Secondary School Heads  
 All Others Concerned

1. Private senior high schools are hereby reminded to submit applications for Special Order for Graduation for Senior High School Education Course fifteen days prior to the date of graduation. All applications must be checked, verified and evaluated first by the Division Checking Committee and reviewed by the Quality Assurance Division in the Regional Office before these will be forwarded and approved by the Regional Director.
2. Documentary requirements for special order for graduation are the following:
  1. Endorsement from the Schools Division Superintendent;
  2. Letter of Application/Request of the School;
  3. Registrar's Recommendation for Graduation of SHS Candidates;
  4. Form 3- Special Order Form (3 copies);
  5. Form 9- Student Evaluation Form (1 copy);
  6. Form 137- Student Permanent Record (1 copy);
  7. NSO or PSA Birth Certificate;
  8. Summer Permit (if applicable);
  9. Approved SHS Temporary/Government Provisional Permit issued by DepEd; and
  10. if alien, submit Student's Birth Certificate in a Foreign Country, Permit to Study in the Philippines, Alien Certificate of Registration and Authority for the School to Accept Foreign Student from the Bureau of Immigration.
3. Form 3 must be prepared in triplicate copies classified according to Senior High School track, strand and specialization. The Regional Office indicates the Special Order number and year and the date of issuance of Special Order in the Form 3.
4. Immediate and wide dissemination of this Memorandum is enjoined.

*Juilet A. Jeruta*  
 JUILET A. JERUTA  
 Director III  
 Officer-in-Charge  
 Office of the Regional Director

JAJ/BDT/jksb  
 QAD

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 Quality Assurance and Accountability Division: (032) 234-1107; Resource Mobilization and Special Programs and Projects Division: (032) 254-7067;  
 Training and Personnel Division: (032) 234-8230 loc. 111; Planning, Policy and Research Division: (032) 234-0630, 414-7066;  
 Administrative Division: (032) 414-7326; 254-1313, 414-7166, 414-0367; Budget and Finance Division: (032) 254-2776, 254-8361, 414-0321

Website: <http://www.deped.gov.ph>

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