

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
REGION III

**SCHOOLS DIVISION OFFICE OF BATAAN**

Website: [www.depedbataan.com](http://www.depedbataan.com) | email: [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph) | FB Page: <https://www.facebook.com/DepEdBataan>  
Telephone / Fax : 047-2372102 | Address: Bataan Provincial Capitol Compound, Balanga City 2100



January 20, 2020

**DIVISION MEMORANDUM**

**No. 25, s. 2020**

**GRANT OF SPECIAL ORDER FOR PRIVATE SENIOR HIGH SCHOOLS**

To: Private School Senior High School Administrators  
All Others Concerned

1. As per Regional Memorandum No. 013, s. 2020 on the Reiteration of Policy to Issuance of Special Order for Graduation, this Office informs all Private School Administrators in Senior High School that certain business processes shall be processed and acted on in the division offices and shall be forwarded to the regional office **fifteen (15) calendar days before the end of the academic year for the issuance of Special Order.**
2. In view of this, SDO Bataan through the School Governance and Operations Division (SGOD) – Private School Unit articulates the process, timeliness, and activities concerning to the issuance of Special Order for Graduation in private senior high schools. Private School Administrators are requested to prepare the following documentary requirements before its shall be acted upon by the Education Program Supervisor in charge in Private Schools, to wit:
  - A. List of Qualified Graduates **(8.5x13)**
    1. Per class/section/specialization
    2. Boys- 1<sup>st</sup> column, Numbered
    3. Girls- 2<sup>nd</sup> column, Numbered
    4. Maximum of 50 students per application
    5. Family Name, First Name, Middle Name
    6. Certified True and Correct by the School Head
  - B. Form 137 – A (Permanent Record Secondary- Grades 7-10) **(8.5x13)**
  - C. Photocopy of PSA or NSO Birth Certificate
  - D. Form 137 – A (Permanent Record SHS- Grades 11-12) **(8.5x13)**
    - D.1. Full entry of Quarterly Grades and Final Grade for Grade 11, 1<sup>st</sup> – 3<sup>rd</sup> Quarter Grades for Grade 12
    - D.2 Certification of Eligibility signed by the School Head over Printed Name
  - E. Form 9 (Graduation Form) **(8.5x13)**
    - E.1 Grade 11- 1<sup>st</sup> and 2<sup>nd</sup> Semester Final Grades
    - E.2 Grade 12- 1<sup>st</sup> Semester Final Grades
    - E.3 Grade 12- 2<sup>nd</sup> Semester Third Quarter Grades

**“WE MOULD HEROES”**

**VISION**

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

**MISSION**

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

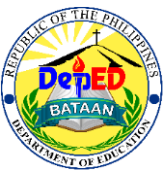
- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment
- Teachers facilitate learning and constantly nurture every learner
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

**QUALITY POLICY**

- I. Providing quality product and service to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements.
- II. Considering and meeting all external and internal issues relevant to our purpose, strategic direction and that affect our QMS in achieving its intended results.
- III. Determining and meeting the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements.
- IV. Continually improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.



**ISO 9001: 2015 CERTIFIED**



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E.4 Report of Completion of Work Immersion including No. of Hours,  
Inclusive Dates, Business/Industry Partner

**F. Accomplished SO Form(8.5x13)**

3. Application of private senior high schools for special order for graduation shall be approved and issued by the Regional Director.
4. Private Schools are enjoined to submit the documentary requirements in **two (2) copies using Yellow Expanding Folder on or before February 20, 2020** (Attention: EPS in Private Schools).
5. Attached are the Sample List of Graduates per school, Form 9 and S.O Form templates.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

References: D.O. No. 88, s. 2010  
D.O. No. 10, s. 2018  
RM No. 121, s. 2017  
RM No. 142, s. 2016

To be included in the Perpetual Index  
Under the following titles:

PRIVATE SCHOOLS  
SENIOR HIGH SCHOOLS  
GRADUATION  
SPECIAL ORDER

SO2

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**ISO 9001: 2015 CERTIFIED**

SCHOOL LETTERHEAD

LIST OF QUALIFIED GRADUATES

(PER TRACK/PER STRAND/PER SPECIALIZATION)  
(FAMILY NAME, GIVEN NAME, MIDDLE NAME)

BOYS

GIRLS

(25)

(25)

VALID FOR 50 STUDENTS ONLY

CERTIFIED TRUE AND CORRECT:

NAME OF SCHOOL HEAD  
*POSITION*

RECORDS OF CANDIDATE FOR GRADUATION FROM SECONDARY COURSE

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address of Parent or Guardian: \_\_\_\_\_

Junior High School Completed (School) \_\_\_\_\_

Year: \_\_\_\_\_

Gen. Ave: \_\_\_\_\_

Curriculum: **K to 12 Basic Education Curriculum**

No. of Years in Junior High School: **10**

LRN: \_\_\_\_\_

CLASSIFIED AS: <b>GRADE 11 FIRST SEMESTER</b> ACADEMIC: <b>STEM</b>		
School:      School Year:		
SUBJECT TITLE	Final Grade 1st Sem	Action Taken
CORE SUBJECTS		
Oral Communication in Context		Passed
Komunikasyon at Pananaliksik		Passed
General Mathematics		Passed
Earth Science		Passed
Introduction to the Philosophy		Passed
Physical Education and Health		Passed
CONTEXTUALIZED SUBJECTS		
E-Tech		Passed
SPECIALIZED SUBJECTS		
Pre-Calculus		Passed
Total No. of School Days <b>95</b> Days Present <b>93 1/2</b>		

CLASSIFIED AS: <b>GRADE 11 SECOND SEMESTER</b> ACADEMIC: <b>STEM</b>		
School:      School Year:		
SUBJECT TITLE	Final Grade 2nd Sem	Action Taken
CORE SUBJECTS		
Reading and Writing Skills		Promoted
Pagbasa at Pagsusuri		Promoted
Statistics and Probability		Promoted
Disaster Readiness		Promoted
Personal Development		Promoted
Physical Education and Health		Promoted
CONTEXTUALIZED SUBJECTS		
Research in Daily Life 1		Promoted
SPECIALIZED SUBJECTS		
Basic Calculus		Promoted
General Chemistry 1		Promoted
Total No. of School Days <b>107</b> Days Present <b>102</b>		

CLASSIFIED AS: <b>GRADE 12 FIRST SEMESTER</b> ACADEMIC: <b>STEM</b>		
School:      School Year:		
SUBJECT TITLE	Final Grade 1st Sem	Action Taken
CORE SUBJECTS		
21st Century Literature		Passed
Media and Information Literacy		Passed
Understanding Culture		Passed
Physical Education and Health		Passed
CONTEXTUALIZED SUBJECTS		
English for Academic		Passed
Pagsulat sa Filipino		Passed
SPECIALIZED SUBJECTS		
General Physics 1		Passed
General Biology 1		Passed
Total No. of School Days <b>98</b> Days Present <b>94 1/2</b>		

CLASSIFIED AS: <b>GRADE 12 SECOND SEMESTER</b> ACADEMIC : <b>STEM</b>		
School:      School Year:		
SUBJECT TITLE	3rd Quarter Grade 2nd Sem	Action Taken
CORE SUBJECTS		
Physical Education and Health		Passed
Contemporary Philippine Arts		Passed
CONTEXTUALIZED SUBJECTS		
Research in Daily Life 2		Passed
Entrepreneurship		Passed
Research Project		Passed
SPECIALIZED SUBJECTS		
General Physics 2		Passed
General Biology 2		Passed
General Chemistry 2		Passed
Research/Capstone Project		Passed
Total No. of School Days <b>97</b> Days Present <b>78 1/2</b>		

I hereby certify that \_\_\_\_\_ has completed  
eighty (80) hours of Work Immersion Program in the  
  
from February 26 to March 9, 2018.

Certified by:

**SIGNATURE OVER PRINTED NAME OF  
SCHOOL HEAD**

I hereby certify that this is the true record Candidate for  
Graduation from the Senior High School Course and that  
he/she has satisfactorily completed all the academic and  
other requirements for Senior High School

PROCESSED AND EVALUATED BY:

**ANDRES C. MATAWARAN, Ed.D**  
**Education Program Supervisor**  
**SGOD**



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**REGION III**

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Tel: (045) 5988580-89 • (045) 4027003-05



Date:  
SPECIAL ORDER (A) (R-III)  
No. \_\_\_\_\_s. \_\_\_\_\_

On the basis of the records submitted by the **(Complete Name of the School and Address)** approval of eligibility for graduation of Senior High School of the following as of **(Date of Graduation)** upon the successful completion of the work now being taken in the **K to 12 Basic Education Program** is hereby given and made a matter of record:

**BOYS**

**GIRLS**

(25)

(25)

**VALID FOR 50 STUDENTS ONLY**

The foregoing is valid only for **(Month, Year)**. The approval for any candidate for graduation of the Senior High School is automatically cancelled if she/he does not complete the full requirements of the course on the date specified and is subject for revocation if the records upon which the approval is based are later found not correct.

(NOT VALID WITH ERASURES/  
ALTERATION)

Enrolment checked by: \_\_\_\_\_  
Form 9 checked by: \_\_\_\_\_  
Verified against original: \_\_\_\_\_  
Evaluated by: \_\_\_\_\_  
Checked by: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_

For the Secretary of Education:

**NICOLAS T. CAPULONG, Ph.D.,CESO V**  
Director III  
Officer-In-Charge  
Office of the Regional Director