



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 144, s. 2024

APR 02 2024

**ISSUANCE OF SPECIAL ORDER FOR GRADUATION IN
PRIVATE SENIOR HIGH SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Private School Administrators/ Principals
All Others Concerned

1. In view of **Regional Memorandum No. 013, s. 2020** titled **Reiteration of Policy Pertaining to Issuance of Special Order for Graduation**, SDO Bataan, through the School Governance and Operations Division (SGOD), articulates the process, timelines, and activities concerning the issuance of Special Order for Graduation in Private Senior High Schools (SHSs).
2. Furthermore, this Office informs all Private SHSs that the issuance of Special Order shall be processed and acted on in the Division Office and shall be forwarded to the Regional Office fifteen (15) calendar days before the end of the academic year.
3. Hence, Private SHS Principals are requested to prepare the following documentary requirements before it shall be acted upon by the Education Program Supervisor in charge in the Private Schools, to wit:
 - A. Letter of Intent (Application of Special Order)
 - B. Certified true copy of SEC Registration
 - C. Certified true copy of Government Permit
 - D. List of Qualified Graduates (8.5x13)
 1. Per class/section/specialization
 2. Boys- 1st column, Numbered
 3. Girls – 2nd 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
 - E. School Form 10 (Permanent Record Secondary -Grades 7-10) (8.5x13)
 - F. Photocopy of PSA or NSO Birth Certificate
 - G. School Form 10– A (Permanent Record SHS – Grades 11-12) (8.5x13)
 1. Full entry of Quarterly Grades and Final Grade for Grade 11, 1st – 3rd Quarter Grades for Grade 12
 2. Certification of Eligibility signed by the School Head over



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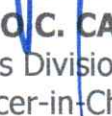




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Printed Name

- H. Form 9 (Graduation Form) (8.5x13)
1. Grade 11-1st and 2nd Semester Final Grades
 2. Grade 12- 1st Semester Final Grades
 3. Grade 12- 2nd Semester Third Quarter Grades
 4. Report of Completion of Work Immersion including No. of Hours Inclusive Dates, Business/ Industry Partner
- I. Accomplished SO Form (8.5x13)
1. Boys- 1st column, Numbered (Maximum of 25 learners)
 2. Girls- 2nd column, Numbered (Maximum of 25 learners)
 3. If the number of learners per column exceeds 25 learners, use additional page.
4. Application of private senior high schools for special order for graduation shall be approved and issued by the Regional Director.
5. Private Schools are enjoined to **submit four (4) copies of accomplished SO Forms with one (1) set of documentary requirements** in *Yellow Expanding Folder with side tabbing* (Attention: EPS in Private Schools) three (3) days after the said documents have been checked and evaluated. Schools are also advised to prepare one (1) set of the same documents as receiving copy.
6. Attached is the Schedule of Checking of SO Forms. Meanwhile, the softcopy of the Sample List of Graduates per school, Form 9 and SO Form templates shall be provided in a link to be disseminated through Private Schools Official group.
7. Immediate and wide dissemination of this Memorandum is desired.


ARMANDO C. CAPILI, EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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

To be included in the Perpetual Index
Under the following titles:
GRADUATION SENIOR HIGH SCHOOLS
PRIVATE SCHOOLS SPECIAL ORDER



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SCHEDULE OF CHECKING OF SPECIAL ORDER FORMS

	School	Date
1.	BLESSED REGINA PROTSMANN CATHOLIC SCHOOL INC.	April 16, 2024
2.	JOSE RIZAL INSTITUTE- ORANI	April 16, 2024
3.	JOSE RIZAL INSTITUTE- ORION	April 16, 2024
4.	ACADEMY OF EAST ASIA FOR BUSINESS AND TECHNOLOGY INC.	April 16, 2024
5.	COLEGIO DE SAN JUAN DE LETRAN, INC.	April 16, 2024
6.	THE PENINSULA SCHOOL, INC.	April 17, 2024
7.	BEPZ MULTINATIONAL SCHOOL, INC.	April 17, 2024
8.	LMI INTEGRATED FORMATION AND EDUCATION, INC.	April 17, 2024
9.	ST. NICHOLAS CATHOLIC SCHOOL OF MARIVELES, INC.	April 17, 2024
10.	HOLY ROSARY PAROCHIAL INSTITUTE OF ORANI, INC.	April 17, 2024
11.	MOTHER MARGHERITA DE BRINCAT CATHOLIC SCHOOL, INC.	April 18, 2024
12.	EASTWOODS SCIENCE AND TECHNOLOGY, INC	April 18, 2024
13.	JESUS SAVES INTEGRATED SCHOOL FOUNDATION, INC.	April 18, 2024
14.	ST. MICHAEL THE ARCHANGEL ACADEMY, INC	April 18, 2024
15.	ONE LA SALLE EDUCATIONAL FOUNDATION, INC.	April 22, 2024
16.	SAINT CATHERINE OF SIENNA ACADEMY OF SAMAL, INC.	April 22, 2024
17.	ST. JOHN'S ACADEMY	April 22, 2024
18.	BATAAN CHRISTIAN COLLEGE, INC.	April 22, 2024
19.	ST. PETER OF VERONA ACADEMY, INC.	April 22, 2024
20.	COLLEGE OF SUBIC MONTESSORI, INC.	April 23, 2024
21.	COLLEGE OF SUBIC MONTESSORI-LINCOLN HEIGHTS, INC.	April 23, 2024
22.	SUNNY HILLSIDE SCHOOL OF BATAAN INC.	April 23, 2024
23.	UNIVERSITY OF NUEVA CACERES - BATAAN	April 23, 2024
24.	SOFTNET INFORMATION TECHNOLOGY CENTER, INC.	April 23, 2024
25.	WEST PHILIPPINES INSTITUTE OF TOURISM SCIENCE AND TECHNOLOGY, INC	May 10, 2024