



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

DIVISION MEMORANDUM
No. 044, s. 2025

**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 Schools Division Office (SDO) and shall be forwarded to the Regional Office fifteen (15) calendar days before the end of the academic year.
3. Hence, Private SHSs shall prepare the following documentary requirements:
 - A. Letter of Intent addressed to the Regional Director thru the Schools Division Superintendent
 - B. List of Qualified Graduates
 1. Per class/section/ track/ strand/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
 - C. Accomplished SO Form
 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.
 - D. Original School Form 10– A (Permanent Record SHS – Grades 11-12)
 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 Printed Name



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- E. Form 9 (Graduation Form)
 - 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
- F. Original School Form 10 (Permanent Record Secondary -Grades 7-10)
- G. Photocopy of PSA or NSO Birth Certificate
- H. Certified true copy of SEC Registration
- I. Certified true copy of Government Permit

(Note: All forms should be printed on 8.5 X 13 paper. Softcopy of the List of Graduates, Form 9 and SO Form templates shall be provided in a link to be disseminated through Private Schools Official group.)

- 4. Application of private senior high schools for special order for graduation shall be approved and issued by the Regional Director.
- 5. Private Schools shall **submit four (4) copies of accomplished SO Forms with one (1) set of documentary requirements** in *Yellow Expanding Folder with side tabbing* (Attention: EPS, SGOD) 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. Meanwhile, softcopy (in word file) of the final SO Form shall also be uploaded in the link to be provided by the EPS, SGOD.
- 6. Attached is the Schedule of Evaluation of SO Forms for reference and guidance.
- 7. Immediate and wide dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
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

SO2
January 22, 2025



Kabukiran, Calaylayan, Abucay 2114 Bataan

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SCHEDULE OF EVALUATION OF SPECIAL ORDER FORMS

	School	Date
1.	JOSE RIZAL INSTITUTE (Orani)	February 21, 2025
2.	JOSE RIZAL INSTITUTE (Orion)	February 21, 2025
3.	BLESSED REGINA PROTSMANN CATHOLIC SCHOOL INC.	March 6, 2025
4.	SAINT CATHERINE OF SIENA ACADEMY OF SAMAL, INC.	March 6, 2025
5.	ST. JOHN'S ACADEMY	March 6, 2025
6.	ST. PETER OF VERONA ACADEMY, INC.	March 6, 2025
7.	JESUS SAVES INTEGRATED SCHOOL FOUNDATION, INC.	March 7, 2025
8.	ACADEMY OF EAST ASIA FOR BUSINESS AND TECHNOLOGY INC.	March 7, 2025
9.	COLEGIO DE SAN JUAN DE LETRAN, INC.	March 7, 2025
10.	MOTHER MARGHERITA DE BRINCAT CATHOLIC SCHOOL, INC.	March 13, 2025
11.	HOLY ROSARY PAROCHIAL INSTITUTE OF ORANI, INC.	March 14, 2025
12.	UNIVERSITY OF NUEVA CACERES - BATAAN	March 14, 2025
13.	THE PENINSULA SCHOOL, INC.	March 14, 2025
14.	EASTWOODS SCIENCE AND TECHNOLOGY, INC.	March 14, 2025
15.	SAINT MICHAEL THE ARCHANGEL ACADEMY, INC.	March 14, 2025
16.	SOFTNET INFORMATION TECHNOLOGY CENTER, INC.	March 18, 2025
17.	BEPZ MULTINATIONAL SCHOOL, INC.	March 18, 2025
18.	SUNNY HILLSIDE SCHOOL OF BATAAN INC.	March 18, 2025
19.	LMI INTEGRATED FORMATION AND EDUCATION, INC. (LLAMAS MEMORIAL INSTITUTE)	March 18, 2025
20.	COLLEGE OF SUBIC MONTESSORI, INC.	March 21, 2025
21.	COLLEGE OF SUBIC MONTESSORI-LINCOLN HEIGHTS, INC.	March 21, 2025
22.	ONE LA SALLE EDUCATIONAL FOUNDATION, INC.	March 26, 2025
23.	BATAAN CHRISTIAN COLLEGE, INC. (BATAAN CHRISTIAN SCHOOL, INC.)	April 4, 2025
24.	WEST PHILIPPINES INSTITUTE OF TOURISM SCIENCE AND TECHNOLOGY, INC	April 4, 2025
25.	ST. NICHOLAS CATHOLIC SCHOOL OF MARIVELES, INC.	April 4, 2025