



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

JAN 26 2026

DIVISION MEMORANDUM
No. 039, s. 2026

**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. Application of private senior high schools for special order for graduation shall be approved and issued by the Regional Director.
4. Hence, Private SHSs shall prepare the following documentary requirements:
 - A. Letter of Intent addressed to the Regional Director through 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.



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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

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 JHS -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 Form 9 and SO Form templates shall be provided in a link to be disseminated through Private Schools Official group.)

5. After the documents have been checked and evaluated, Private SHSs shall **submit four (4) copies of accomplished SO Forms with one (1) set of documentary requirements** in *Yellow Expanding Folder with side tabs* (Attention: EPS, SGOD) on the day agreed upon during the validation of SO Forms. Schools are also advised to prepare one (1) set of the same documents as receiving copy. Meanwhile, schools shall upload the softcopy (in word file) of the final SO Form in a drive and share with EPS in-charge of Private Schools.
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. VIOLEETA, 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, 2026



Kabukiran, Calayilan, Abucay 2114 Bataan

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SCHEDULE OF EVALUATION OF SPECIAL ORDER FORMS

Venue: Schools Division of Bataan
Kabukiran, Calaylayan, Abucay, Bataan

NO.	NAME OF SCHOOL	Date	Time
1	SAINT MICHAEL THE ARCHANGEL ACADEMY, INC.	February 2, 2026	1:00 pm
2	UNIVERSITY OF NUEVA CACERES- BATAAN	February 3, 2026	8:00 am
3	JOSE RIZAL INSTITUTE- ORION	February 3, 2026	1:00 pm
4	BLESSED REGINA PROTOMANN CATHOLIC SCHOOL INC.	February 9, 2026	1:00 pm
5	HOLY ROSARY PAROCHIAL INSTITUTE OF ORANI, INC.	February 10, 2026	8:00 am
6	ST. JOHN'S ACADEMY	February 10, 2026	8:00 am
7	JOSE RIZAL INSTITUTE-ORANI	February 10, 2026	1:00 pm
8	THE PENINSULA SCHOOL, INC.	February 10, 2026	1:00 pm
9	BEPZ MULTINATIONAL SCHOOL, INC.	February 10, 2026	1:00 pm
10	COLLEGE OF SUBIC MONTESSORI-LINCOLN HEIGHTS, INC.	February 11, 2026	8:00 am
11	COLLEGE OF SUBIC MONTESSORI, INC.	February 11, 2026	8:00 am
12	ACADEMY OF EAST ASIA FOR BUSINESS AND TECHNOLOGY INC.	February 11, 2026	1:00 pm
13	JESUS SAVES INTEGRATED SCHOOL FOUNDATION, INC.	February 11, 2026	1:00 pm
14	SAINT CATHERINE OF SIENA ACADEMY OF SAMAL, INC.	February 12, 2026	8:00 am
15	SUNNY HILLSIDE SCHOOL OF BATAAN INC.	February 12, 2026	10:00 am
16	COLEGIO DE SAN JUAN DE LETRAN, INC.	February 12, 2026	1:00 pm
17	ST. NICHOLAS CATHOLIC SCHOOL OF MARIVELES, INC.	February 16, 2026	1:00 pm
18	ST. PETER OF VERONA ACADEMY, INC.	February 16, 2026	1:00 pm
19	EASTWOODS SCIENCE AND TECHNOLOGY, INC,	February 19, 2026	8:00 am
20	MOTHER MARGHERITA DE BRINCAT CATHOLIC SCHOOL, INC.	February 19, 2026	1:00 pm
21	WEST PHILIPPINES INSTITUTE OF TOURISM SCIENCE AND TECHNOLOGY, INC	February 23, 2026	1:00 pm
22	SOFTNET INFORMATION TECHNOLOGY CENTER, INC.	February 27, 2026	8:00 am
23	ONE LA SALLE EDUCATIONAL FOUNDATION, INC.	February 27, 2026	10:00 am
24	BATAAN CHRISTIAN COLLEGE, INC. (BATAAN CHRISTIAN SCHOOL, INC.)	February 27, 2026	1:00 pm
25	LMI INTEGRATED FORMATION AND EDUCATION, INC. (LLAMAS MEMORIAL INSTITUTE)	March 3, 2026	8:00 am