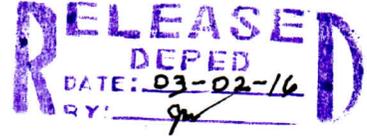




Region I  
DIVISION OF CITY SCHOOLS  
Dagupan City



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**MEMORANDUM**

**TO:** Assistant Schools Division Superintendent  
Chiefs- CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public School Heads (Elementary & Secondary)

**FROM:** *F. Man*  
FROSERFINA J. BRAVO  
Schools Division Superintendent

**SUBJECT:** PRE-CLOSING ACTIVITIES

**DATE:** MARCH 2, 2016

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Before the school year ends, certain activities/procedures have to be in place to ensure successful conduct of closing/graduation exercises.

Graduation rites can be scheduled from March 29 to April 1, 2016. All concerned therefore, should be guided by the following schedule of activities:

- Final Exam for Grade 6 and Grade 10 completers- March 3-4, 2016
- Checking of Forms (school level) -March 7-9, 2016
- Checking of Forms (div.ranking committee) -March 11, 2016  
-by district
- Signing of Forms by the ASDS and SDS -March 14, 2016

The Division Ranking Committee, tasked to check forms/deliberate on honor students shall be composed of the following:

District I - Rosalind R. Lomibao  
Alicia B. Quimboy - West Central Elem School 1

District II - Agnes P. Bacugan  
Liberty G. Roxas  
Ophelia Q. Vergonia  
Leonarda J. Manansala - East Central Integrated School

District III - Diosdado I. Cayabyab  
Edilberto R. Abalos  
Isabelita N. Daroya -North Central Elem.School

District IV - Liezl S. Cancino  
Marissa O. Perez  
Debbie C. Gan  
Rowena C. Lapaan -Carael Elem. School

Secondary Schools :

Cluster A - Cherry A. Cayabyab  
Ronie D. Bonao -Dagupan City National High School

Cluster B - Renata G. Rovillos  
Jaime C. Siapno -Judge Jose De Venecia National  
High School

Private Schools –Socorro G. Dimalanta with all District Supervisors

Furthermore, there shall be an orientation of school heads, education supervisors and public school district supervisors on the Guidelines on the Selection of Honor Pupils and Students of Grades 1-10 of the K-12 Basic Education Curriculum on March 7, 2016 at 9a.m., Teachers Hall.

Everyone is advised to bring along DepEd Order #74, s 2012.

Immediate dissemination and compliance with this memorandum is enjoined.