

to COS

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a) Schools with DepEd approved K to 12 transition plan b) Schools with permit to operate Senior High School (SHS) 2014 c) International Schools with K to 12 Program		(Enclosure No. 3 of DepEd Order No. 8, S. 2017))
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5. The school year end rites must be conducted smoothly and systematically. Hence the following policies must be observed:

a. Graduation ceremonies should be simple but meaningful which encourage civil rights, a sense of community and personal responsibility. While these rites mark milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire and extraordinary venue, thus, graduates, teachers and school officials shall wear their uniform and the ceremonies must be conducted within the premise of the schools;

b. Wearing of corsage, leis and garlands for graduates, parents and guests is discouraged;

c. Stage decoration should be characterized by simplicity and propriety;

d. Moving -up or Closing Ceremonies should be simple involving only the learners, their parents and their school;

e. Non-academic projects such as attendance to field trips, recollection, film showing, junior-senior promenade and other relative school events should not be imposed as requirements for graduation or completion;

f. Awards and recognition should be given to all deserving learners who have shown exemplary performance in the specific areas of their school life and must be assessed in congruency with DepEd Order No.8, s. 2015;

g. All learners including transferees who have met the criteria, guidelines and standards for awards and recognition set by DepED Order No. 36, s. 2016 shall be recognized;

h. Academic Excellence and Leadership awards shall be given during the graduation/completion ceremonies. Extra-curricular and co-curricular awards shall be given during the appropriate Recognition Day Program or baccalaureate in the schools where all other awards for other grade levels are awarded;

i. Schools with few graduates shall have a joint end of the school -year rites (Recognition and Graduation Ceremonies);

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- j. The message of the Secretary of Education is to be read by the representative from the Schools Division Office and there shall be no other speeches to deliver;
- k. Graduation and completion rites should commence on time with a flow guided by a master/s of ceremonies or a presenter/s in consideration of minimal prologues and initial remarks
(See Sample Programs attached);
- l. Correct singing of the Philippine National Anthem, ASEAN Hymn, the Region I Hymn, Provincial, City Hymn, the Graduation Song and the recitation of the Class Pledge must be observed;
- m. For Public Schools, expenses relative to the activity should be charged to the schools Maintenance and Other Operating Expenses (MOOE) under the 2017 budget;
- n. Collection of any graduation/moving up/closing ceremony fees or any kind of contribution by any DepEd personnel is strictly prohibited;
- o. Parent-Teachers Association (PTA) may give donations in cash or in kind ;
- p. Contribution for the annual yearbook , souvenir program or any similar things should be on a voluntary basis;
5. Further, the end of school year rites and moving up or closing ceremony should be conducted in an appropriate solemn ceremony befitting the learners and their parents and shall not be used as a political forum.
6. Immediate dissemination of and strict compliance with this memorandum are directed.

ALMA RUBY C. TORIO
Regional Director

Incl: As stated

References: *DepEd Order No. 8, s.2017* entitled " SY 2016-2017 End of School Year Rites
DepEd Order No.8, s. 2015 on Classroom Assessment for the K to 12 Basic Education Program
DepED Order No. 36, s. 2016 on Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program

To be indicated in the Perpetual Index
Under the following subjects:

BASIC EDUCATION PROGRAM GRADUATION ELEMENTARY POLICIES
JHS SHS STUDENTS AWARDS ASSESSMENT

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Sample JHS Completion Program

PALATUNTUNAN

Abril 7, 2017

Paaralan:

Tema: *“Sabay-Sabay na Hakbang Tungo sa Maunlad na Kinabukasan”*

- I. Prosekyunal
- II. Pambansang Awit
 - Pambungad na Panalangin
 - Asean Hymn
 - Region I March
 - Provincial /City Hymn
- III. Pambungad na Pagbati
- IV. Pagbibigay ng Katunayan ng Pagtatapos
- V. Paggawad ng mga Medalya sa mga Natatanging Mag-aaral
- VI. Pagpapakilala sa Panauhing Pandangal
 - Mensahe ng Panauhing Pandangal
- VII. Panunumpa ng Katapatan
- VIII. Himno ng Paaralan
- IX. Pangwakas na Pananalita
- X. Reseskyunal

Mga Guro ng Palatuntunan

Sample Graduation Program (Grade 6 & Grade 12)
PALATUNTUNAN
 Abril 7, 2017

Paaralan:

Tema: *"Sabay-Sabay na Hakbang Tungo sa Maunlad na Kinabukasan"*

- I. Prosesyunal
- II. Pambansang Awit
 Pambungad na Panalangin
 Asean Hymn
 Region I March
 Provincial /City Hymn
- III. Bating Pagtanggap at Presentasyon ng mga Magsisispagtapos
- IV. Pagpapatunay at Pagpapatibay ng mga Magsisispagtapos
- V. Mensahe ng Kalihim
- VI. Pagbibigay ng Diploma ng Pagtatapos
- VII. Pagpapakilala sa Panauhing Pandangal
 Mensahe ng Panauhing Pandangal
- VIII. Paggawad ng mga Medalya sa mga Natatanging Mag-aaral
- IX. Talumpati ng "Valedictorian"
- X. Panunumpa ng Katapatan
- XI. Awit ng mga Nagsipagtapos/Himno ng Paaralan
- XII. Pangwakas na Pananalita
- XIII. Resesyunal

Mga Guro ng Palatuntunan

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(Enclosure No. 1 to DepEd Order No. 8, s. 2017)

SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education



MENTOR XXX
REGION XXX
BANGAY NG XXXXXXXX
DIVISION OF XXXXXXXX
PUROK NG XXXXXX
DISTRICT OF

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): XXXXXXXXXX

ay kasiya-ayang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

**KATUNAYAN
CERTIFICATE**

Nilagdaan sa XXXXXXXX, Pilipinas nitong ika 1 ng Abril 2016.
Signed in XXXXXXXX, Philippines on the 1st day of April 2016.

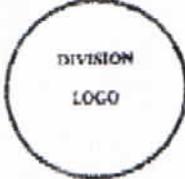
XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansungay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

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(Enclosure No. 2 to DepEd Order No. 8, s. 2017)

SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION

	<p>Republika ng Pilipinas <i>Republic of the Philippines</i> Kagawaran ng Edukasyon <i>Department of Education</i></p> <p>REHIYON XXX <i>REGION XXX</i></p> <p>BANGAY NG XXXXXXXX <i>DIVISION OF XXXXXXXX</i></p>	
<p>XXXXXX HIGH SCHOOL</p>		
<p>Pinatutunayan nito na si <i>This certifies that</i></p>		
<p>JUAN A. DELA CRUZ Learner Reference Number (LRN): XXXXXXXXXX</p>		
<p>ay kaalya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Junior High School na itinakda para sa <i>has satisfactorily completed the requirements for Junior High School prescribers for</i> Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinaglalathagan siya nitong <i>Secondary Schools of the Department of Education and is therefore awarded this</i></p>		
<p>KATUNAYAN CERTIFICATE</p>		
<p>Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016. <i>Signed in XXXXXXXX, Philippines on the 1st day of April 2016.</i></p>		
<p>XXXXXXXXXX Punong-Guro <i>Principal</i></p>	<p>XXXXXXXXXX Pangangay na Tagapamanihala ng mga Paaralan <i>Schools Division Superintendent</i></p>	

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(Enclosure No. 3 to DepEd Order No. 8, s. 2017)

SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education

REHIYON XXX
REGION XXX
SANGAY NG XXXXXXXX
DIVISION OF XXXXXXXX



XXXXXX HIGH SCHOOL

Pinatutuwayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School
has satisfactorily completed the requirements for graduation in Senior High School

TRACK AND STRAND

na itinakda para sa Mga Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
prescribed for Secondary Schools of the Department of Education and is therefore awarded this

**KATIBAYAN
DIPLOMA**

Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.
Signed in XXXXXXXX, Philippines on the 1st day of April 2016.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanhala ng mga Paaralan
Schools Division Superintendent