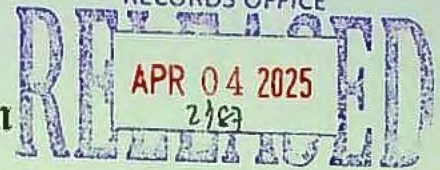




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



By: K Time: 4:27

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 58 s. 2025

**DIVISION SUGGESTED PROGRAM AND REMINDERS IN THE CONDUCT OF
END-OF-SCHOOL-YEAR RITES FOR SY 2024-2025**

To: Assistant Schools Division Superintendent
Chief Functional Division - CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In line with DepEd Memorandum No. 027, s. 2025, titled "*Conduct of the K to 12 Basic Education Program End-of-School-Year Rites for SY 2024-2025*," and DepEd Order No. 009, s. 2024, titled "*Implementing Guidelines on the School Calendar and Activities for SY 2024-2025*," the school year will end on April 15, 2025. Accordingly, the EOSY rites may be held on April 14 or 15, 2025. This memorandum provides guidance for the conduct of EOSY rites in SDO Dagupan City.
2. This Division further reiterates the following policies:
 - a. DepEd Order No. 06, s. 2017, titled "*Implementing Guidelines on the conduct of Off-campus activities*"
 - b. The format of the certificate and diploma shall be anchored with the DepEd Order No. 31 s. 2019, titled "*The Department of Education Service Marks and Visual Identify Manual (Enclosure 1 pp. 44-46)*"
 - c. DepEd Order No. 36, s. 2016, titled "*Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.*"
 - d. DepEd Order No. 48, s. 2018, titled "*Prohibition of Electioneering and Partisan Political Activity*".
3. Schools must ensure that the conduct of the End of School Year Rites must be in accordance with the guidelines provided under the issuances stipulated in the preceding provision.



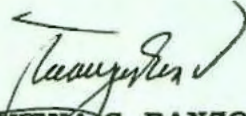
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4. Graduation and Moving-up rites should be short, simple and solemn ceremonies with the sole purpose of acknowledging learners who have successfully met, or exceeded curricular requirements.
5. For proper conduct and monitoring of the End-of-School-Year Rites confirmation rites scripts and suggested program format are attached for your reference and guidance.
6. DepEd officials designated to represent the Schools Division Superintendent (SDS) during graduation and moving-up rites shall also serve as Monitoring Officials during deliberations and the granting of awards, and shall likewise act as Confirming Officials on behalf of the SDS. *(Please see Enclosure 1 and 3)*
7. All expenses relative to the conduct of the Graduation and Moving-Up ceremonies shall be charged to the school MOOE subject to the usual accounting and auditing rules and regulations.
8. For immediate dissemination, guidance and compliance.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



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Enclosure No. 1 DM No. 18 s. 2025

CONFIRMATION RITES SCRIPTS

A. PRESENTATION OF CANDIDATES FOR GRADUATION / COMPLETION

Dr. Rowena C. Banzon, CESO V, Schools Division Superintendent, represented by *[Name of Representative]*, *[Designation of Representative]*.

In my capacity as *[Position]* of *[Name of School]*, it is my honor to present to you the candidates for *[completion/graduation]* for School Year 2024–2025, composed of *[Number]* males and *[Number]* females, for a total of *[Total Number]* *[Graduating Students/Completers]*, of whom:

[Number] achieved Highest Honors

[Number] with High Honors

[Number] with Honors

These learners have satisfactorily completed the *[Kindergarten/ Junior High School/ Senior High School]* Curriculum under the K to 12 Basic Education Program of the Department of Education.

Sir/Madam, they are respectfully submitted for your confirmation.

B. CONFIRMATION OF GRADUATES/ COMPLETERS

By virtue of the authority vested in me as the representative of the Honorable Edgardo Angara, Secretary of the Department of Education, through Dr. Rowena C. Banzon, CESO V, Schools Division Superintendent of Dagupan City, and in my capacity as *[Position of Confirming Official]*, and upon the recommendation of *[Name of School Head]*, School Head of *[Name of School]*, who has certified that these *[Number]* candidates have satisfactorily completed the prescribed curriculum under the K to 12 Basic Education Program of the Department of Education.

I now formally confirm you as *[Kindergarten / Elementary / Junior High School / Senior High School]* *[Completers/Graduates of School]* Year 2024–2025, and confer upon you all the rights and privileges that this distinction entails.

Congratulations, and Mabuhay!



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Enclosure No. 2 DM No. 158 s. 2025

SAMPLE PROGRAM FOR GRADUATION/MOVING UP EXERCISES

PROGRAMME

School Year 2024 – 2025

- | | | |
|-------|---|---|
| I. | Processional | The Graduating Class, Parents,
Faculty, School Principal
DepEd Officials and Guests |
| II. | Entrance of Colors | |
| III. | Philippine National Anthem | |
| IV. | Prayer/Doxology | |
| V. | Bagong Pilipinas/Region I Hymn
Dagupan City Hymn/School Hymn | |
| VI. | Welcome Remarks | Faculty President/Grade Chairman |
| VII. | Presentation of the Candidates
for Graduation/Completion | School Head |
| VIII. | Acceptance and Confirmation
of Graduates | Rowena C. Banzon, EdD, CESO V
Schools Division Superintendent/
Representative |
| IX. | Message of the Secretary | Highest DepEd Official Present |
| X. | Awarding of Medals and Certificates | SDS/Representative, Guest Speaker
School Head |
| XI. | Introduction of the Guest Speaker | School Head |
| XII. | Message of the Guest Speaker | Guest Speaker |
| XIII. | Message of Gratitude | Graduate (with Highest Honors) |
| XIV. | Pledge of Loyalty | Graduate (with High Honors) |
| XV. | Graduation Song | Graduates |
| XVI. | Closing Remarks | PTA President |
| XVII. | Recessional | The Graduates, Parents,
Faculty, School Principal
DepEd Officials and Guests |



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Enclosure No. 3 DM No. 157 s. 2025

EVALUATION CHECKLIST FOR MOVING UP/ GRADUATION CEREMONY

Instruction:

Please evaluate the Moving-Up/Graduation Ceremony. Your honest feedback is essential in improving future ceremonies for the benefit of the completers, faculty, administration, and the entire school community.

Thank you for your valuable input!

THEME: HENERASYON NG PAGKAKAISA: KAAGAPAY NG BAGONG PILIPINAS

Using the five-point rating scale (5 as the highest and 1 as the lowest), please check the number that best fits the rating for each criterion.

Legend:

- 5 = Excellent
- 4 = Very Satisfactory
- 3 = Satisfactory
- 2 = Fair
- 1 = Needs Improvement

A. Adherence to DepEd Policy	5	4	3	2	1
1. Graduation rites are simple but meaningful, promoting civic values, a sense of community, and personal responsibility.					
2. The ceremony was conducted without excessive spending, extravagant attire, or use of extraordinary venues.					
3. Moving-Up or Closing Ceremony was simple and involved only the learners, their parents, and school personnel.					
4. Non-academic activities (e.g., field trips, film showing, JS prom, etc.) were not required for graduation or completion.					
5. The No Collection Policy was strictly implemented (no fees or contributions were collected).					
6. No official photographer was engaged to take exclusive or paid photos during the program.					
B. Program	5	4	3	2	1



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1. The suggested program format was followed.					
2. The invitation was presentable and simple.					
3. The program started on time (punctuality observed).					
4. Discipline was maintained throughout the program.					
5. All messages were delivered with clarity and excellence.					
6. The Message of the Guest Speaker was focused on the theme.					
7. 100% participation of teachers in the following activities: a. Processional March b. Attending the entire duration of the program c. Recessional March					
C. Facilities and Venue	5	4	3	2	1
1. The stage was properly decorated.					
2. Tables and chairs on the stage were properly arranged.					
3. The sound system functioned well throughout the program.					
4. The arrangement of chairs for completers/graduates and parents allowed for sufficient space and free movement.					
D. General Assessment of the Program (Overall Impact)	5	4	3	2	1
1. Overall execution of the ceremony					
2. Impact of the ceremony on the learners and parents					
3. General atmosphere (organization, spirit, etc.)					

What are your suggestions and recommendations for future Moving-Up / Graduation Ceremonies?

Rated By: _____

Name: _____

Designation: _____

Signature: _____

Date: _____



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