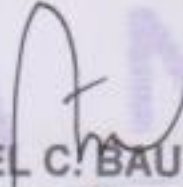




CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO : Assistant Schools Division Superintendent (OIC)
Chief, Curriculum Implementation Division (CID)
OIC – Chief, School Governance and Operations Division (SGOD)
Public and Private School Heads /Administrators
All Others Concerned

FROM : 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : **GUIDELINES ON THE ISSUANCES OF SPECIAL ORDERS FOR THE APPROVAL OF THE ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL OF GRADE 12 LEARNERS ENROLLED IN PRIVATE SCHOOLS/COLLEGES & TECHNICAL-VOCATIONAL INSTITUTIONS FOR SCHOOL YEAR 2017-2018**

DATE : March 12, 2018

DepEd Order no. 1, s.2018, Dated March 5, 2018, "Guidelines on the issuances of Special Orders for the approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical-Vocational Institutions (TVIs) for School Year 2017-2018.

Please see the attached Memorandum.

Immediate and wide dissemination of this memorandum is earnestly desired.



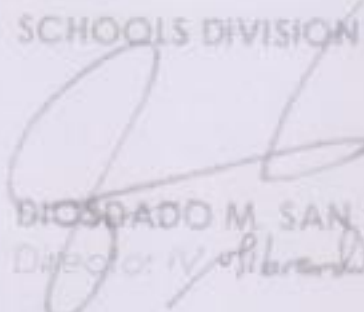
Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



DEPED-4A-RM-05-18-

159

TO : SCHOOLS DIVISION SUPERINTENDENTS # 2402

FROM :  DIOSDADO M. SAN ANTONIO
Director IV

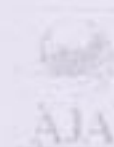
SUBJECT : GUIDELINES ON THE ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL OF THE ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL OF GRADE 12 LEARNERS ENROLLED IN PRIVATE SCHOOLS/COLLEGES & TECHNICAL-VOCATIONAL INSTITUTIONS FOR SCHOOL YEAR 2017-2018

DATE : March 7, 2018

1. Pursuant to DepEd Order No. 10, s. 2018, dated March 5, 2018, "Guidelines on the issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical-Vocational Institutions (TVIs) for School Year 2017-2018", the Regional Office (RO) is authorized to issue special orders to schools that were issued provisional permits to operate in SY 2016-2017 or prior to this school year for the graduation of qualified Grade 12 learners.
2. Due to time constraints and considering the number of Senior High Schools in the Region, the evaluation and validation of documents shall be done at the School Division Offices (SDOs).
3. The following are the requirements to be submitted to the Division Office by the Private Schools/Colleges and Technical-Vocational Institutions (TVIs):
 - a. Graduation Form (Form 9)
 - b. Form 137 (previous school and current school)
 - c. Photocopy of Government Permit (per track, strand, specialization)
 - d. Birth Certificate (PSA)
 - e. Summer Class Permit (for those schools which offered summer class)
 - Certification/report card, for students with summer class
 - f. List of graduating students (hard & soft copy)
 - Alphabetical: Male and Female
 - Per section, track, strand, specialization



Trunk Line: (02) 882-5771 / 884-4914 / 843-7497
Fax: (02) 882-5114
Website: depedcalabarzon.gov.ph
Facebook: DepEd R-4A Calabarzon
E-mail:



4. Applications for Special Orders of qualified Grade 12 learners for SY 2017-2018 shall be filed by the school through the Schools Division Office (SDO) at least 15 calendar days before the end of the current academic year.
5. Upon evaluation and validation of the Division Office the following documents are to be submitted to the Regional Office:
 - o List of Graduating Students (hard and soft copy)
 - o Per section; track, strand, specialization
 - o Graduation Form (Form 9)
 - o Attestation by the SDO
6. Enclosures to this Regional Memorandum are Template for Graduation Form (Form 9 for STEM and TVL) and Template for Special Order and Format of Attestation by the SDO.
7. Immediate and wide dissemination of the Memorandum is desired.

Template for TVL: HE

FORM 9 (Graduation Form)

LEARNER REFERENCE NO. (LRN): _____
 NAME: _____ DATE OF BIRTH: _____ AGE: - _____
 NAME OF FATHER: _____ MOTHER'S MAIDEN NAME: _____
 LAST SCHOOL ATTENDED: _____ SY: _____

| GRADE 11 (FIRST SEMESTER) SY _____ | | | | GRADE 11 (SECOND SEMESTER) SY _____ | | | |
|--|-------------|------------------|--------------|--|-------------|------------------|--------------|
| SUBJECTS | Final Grade | Action Taken | No. of Hours | SUBJECTS | Final Grade | Action Taken | No. of Hours |
| Core | | | | Core | | | |
| Oral Communication in Context | | Passed | 80 | Reading & Writing Skills | | Passed | 80 |
| Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino | | Passed or Failed | 80 | Pagbasa at Pagsusuri ng iba't-ibang Teksto Tungo sa Pananaliksik | | Passed or Failed | 80 |
| General Mathematics | | | 80 | 21 st Century Literature from the Philippines and the World | | | 80 |
| Personal Development / Pansariling Kaunlaran | | | 80 | Understanding Culture, Society and Politics | | | 80 |
| Physical Education and Health | | | 20 | Statistics & Probability | | | 80 |
| Contextualized & Specialization | | | | Physical Education & Health | | | 20 |
| English for Academic and Professional Purposes | | | 80 | Contextualized & Specialization | | | |
| Filipino sa Piling Larangan (Tech-Voc) | | | 80 | Practical Research 1 | | | 80 |
| Tour Guiding Services (NC II) | | | 80 | Tour Guiding Services (NC II) | | | 80 |
| Bread and Pastry Production (NC II) | | | 80 | Bread and Pastry Production (NC II) | | | 80 |
| Total | | | 660 | Total | | | 660 |

GRADE 12 (FIRST SEMESTER) SY _____ GRADE 12 (SECOND SEMESTER) SY _____

| SUBJECTS | Final Grade | Action Taken | Hours | SUBJECTS | Grade | Action Taken | Hours |
|--|-------------|---------------|------------|--|-------|---------------|------------|
| Core | | | | Core | | | |
| Earth and Life Science | | Passed/Failed | 80 | Physical Science | | Passed/Failed | 80 |
| Introduction to the Philosophy of the Human Person | | | 80 | Physical Education & Health | | | 20 |
| Contemporary Philippine Arts from the Regions | | | 80 | Contextualized & Specialization | | | |
| Media and Information Literacy | | | 80 | Empowerment Technologies (for Tech-Voc) | | | 80 |
| Physical Education & Health | | | 20 | Entrepreneurship | | | 80 |
| Contextualized & Specialization | | | | Inquiries, Investigation and Immersion | | | 80 |
| Practical Research 2 | | | 80 | Tourism Promotion Services (NC II) | | | 80 |
| Tourism Promotion Services (NC II) | | | 80 | Food and Beverages Services (NC II) | | | 80 |
| Food and Beverages Services (NC II) | | | 80 | Work Immersion | | | 80 |
| Total | | | 660 | Total | | | 660 |

Summer: _____ Summer: _____

| SUBJECTS | Final Gr. | Action | Hours | SUBJECTS | Final Gr. | Action | Hours |
|----------|-----------|--------|-------|----------|-----------|--------|-------|
| | | | | | | | |
| | | | | | | | |

Core Subjects 15 = 1,200 hours
 Contextualized 7 = 560 hours
 Specialization 9 = 720 hours
 Total 31 = 2,480 hours

Classified as Grade 12, Sch. Yr. _____

School: _____

I hereby certify that this is a true record of

As per requirement of the Dep-Ed. He/She is eligible for graduation in _____ 20 _____

Checked & Evaluated by:

 (EPS, In-Charge of Private Schools)

Date _____

NAME _____
 Principal / Administrator

Template for STEM

FORM 9 (Graduation Form)

LEARNER REFERENCE NO. (LRN): _____

NAME: _____ DATE OF BIRTH: _____ AGE: _____

NAME OF FATHER: _____ MOTHER'S MAIDEN NAME _____

LAST SCHOOL ATTENDED: _____ SY: _____

GRADE 11 (FIRST SEMESTER) SY _____

GRADE 11 (SECOND SEMESTER) SY _____

| SUBJECTS | Final Grade | Action Taken | No. of Hours | SUBJECTS | Final Grade | Action Taken | No. of Hours |
|--|-------------|------------------|--------------|--|-------------|------------------|--------------|
| Core | | | | Core | | | |
| Oral Communication in Context | | Passed | 80 | Reading & Writing Skills | | Passed | 80 |
| Komunikasyon at Pananaliksik sa Wika at kulturalang Pilipino | | Passed or Failed | 80 | Pagbasa at Pagsusuri ng iba't-ibang Teksto Tungo sa Pananaliksik | | Passed or Failed | 80 |
| General Mathematics | | | 80 | Statistics & Probability | | | 80 |
| Earth Science | | | 80 | Disaster Readiness & Risk Reduction | | | 80 |
| Introduction to the Philosophy of the Human Person | | | 80 | Personal Development/ Pansaring Kaunlaran | | | 80 |
| Physical Education & Health | | | 20 | Physical Education & Health | | | 20 |
| Contextualized & Specialization | | | | Contextualized & Specialization | | | |
| Empowerment Technologies: ICT for Professional Tracks | | | 80 | Research in Daily Life 1 | | | 80 |
| Pre-Calculus | | | 80 | Basic Calculus | | | 80 |
| | | | | General Chemistry 1 | | | 80 |
| Total | | | 580 | Total | | | 660 |

GRADE 12 (FIRST SEMESTER) SY _____

GRADE 12 (SECOND SEMESTER) SY _____

| SUBJECTS | Final Grade | Action Taken | Hours | SUBJECTS | Grade | Action Taken | Hours |
|--|-------------|---------------|------------|--|-------|---------------|------------|
| Core | | | | Core | | | |
| 21 st Century Literature from the Philippines & the World | | Passed/Failed | 80 | Physical Education & Health | | Passed/Failed | 20 |
| Contemporary Philippine Arts from the Regions | | | 80 | Contextualized & Specialization | | | |
| Media & Information Literacy | | | 80 | Research in Daily Life 2 | | | 80 |
| Understanding Culture, Society and Politics | | | 80 | Entrepreneurship | | | 80 |
| Physical Education & Health | | | 20 | Research Project | | | 80 |
| Contextualized & Specialization | | | | General Physics 2 | | | 80 |
| English for Academic and Professional Purposes | | | 80 | General Biology 2 | | | 80 |
| Pagsulat sa Filipino sa Piling Larangan (Akademik) | | | 80 | General Chemistry 2 | | | 80 |
| General Physics 1 | | | 80 | Research/Capstone Project | | | 80 |
| General Biology 1 | | | 80 | | | | |
| Total | | | 660 | Total | | | 580 |

Summer

Summer

| SUBJECTS | Final Gr. | Action | Hours | SUBJECTS | Final Gr. | Action | Hours |
|----------|-----------|--------|-------|----------|-----------|--------|-------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Classified as Grade 12, School Year _____

School: _____

I hereby certify that this is a true record of

As per requirement of the Dep-Ed. He/She is eligible for graduation in _____ 20_____

Core Subjects 15 = 1,200 hours
 Contextualized 7 = 560 hours
 Specialization 9 = 720 hours
 Total 31 = 2,480 hours

Checked & Evaluated by:

Date

NAME

Principal/Administrator

(EPS In-Charge of Private School)



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
 Gate 2 Karangalan Village
 1900 Cainta, Rizal



January 10, 2018

SPECIAL ORDER (A)

No. _____

On the basis of the records submitted by _____ **(Name of School)**
 _____ **(Address)** approval of the eligibility for completion of **Senior High School**
 Track: _____ Strand: _____ Specialization: _____ of the following
 as of _____ **(Month, Year)** upon the successful completion of the work now being taken in the
K to 12 Basic Education Program is hereby given and made a matter of record:

- | | |
|---|-----------|
| 1. _____ (LAST NAME, First Name, MI) | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Valid for _____ **number** students only.

The foregoing approval is valid only for _____ **(Month, Year)**. The approval for any candidate for completion of the Senior High School is automatically cancelled if he does not complete the full requirements of the course on the date specified and is subject to revocation if the records upon which the approval is based are later found not correct.

(NOT VALID WITHOUT SEAL OR WITH ERASURE OR ALTERATION)

For the Secretary of Education,

Enrollment checked by: _____
 Form 9 checked by: _____
 Verified against original: _____
 Evaluated by: _____
 Checked by: _____
 Reviewed by: _____

DIOSDADO M. SAN ANTONIO
 Director IV