



Republic of the Philippines
 Department of Education
 Region VI – Western Visayas
DIVISION of KABANKALAN CITY
 Kabankalan City, Negros Occidental

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March 3, 2020

DIVISION MEMORANDUM
 No. 69, s. 2020

ADDENDUM TO DIVISION MEMORANDUM NO. 60 s, 2020
REITERATION OF DEPED POLICY ON NON-COLLECTION OF FEES
AND SUBMISSION OF PROGRAM OF EXPENDITURES FOR SCHOOL COMPLETION
AND GRADUATION CEREMONIES

TO: Asst. Schools Division Superintendent
 CID & SGOD Chiefs and Personnel
 Administrative Officer V
 Public Elementary & Secondary School Heads
 All Others Concerned

Format of Proposed Expenditure for Completion/Graduation Ceremonies

Name of School: _____
 School Head: _____
 Contact Number: _____ Date of Completion/Graduation: _____
 Number of Learners for Moving Up/Completion/Graduation: _____
 Budget Parameters: _____

Particulars	Estimated Cost
a. Graduation Mass	2,000.00
b. Sound System	
c. Stage Decoration	
d. Chairs and Accommodation	
e. Plaque for Guests	
f. Diploma	
g. Medals	
h. Completion/Graduation Program	
i. Ribbons	
Total:	
I hereby certify that the school implements NO COLLECTION POLICY.	
Signature of the Principal Over Printed Name	

1. School Heads are advised to observe austerity, prudence and accountability in the utilization of school MOOE. As such the use of expensive venues and other unnecessary expenses (diploma jacket, etc) are hereby discouraged.
2. Other supplies needed for graduation which had been procured before can still be accounted as part of graduation expenses.
3. Public School District Supervisors are mandated to ensure compliance of schools to No Collection Policy. A summary of schools with No Collection for Graduation shall be reported to the Office of the Schools Division Superintendent on March 13, 3020.
4. For widest dissemination and strict compliance.


PORTIA M. MALLORCA, PhD., CESO V
 Schools Division Superintendent