



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 078 s. 2022

MAR 04 2022

**PREPARATION AND SUBMISSION OF SPECIAL ORDERS (SO) APPLICATIONS
OF QUALIFIED GRADE 12 LEARNERS FOR SCHOOL YEAR 2021-2022**

TO: Asst. Schools Division Superintendent
Chief Education Program Supervisors, CID / SGOD
Private Secondary School Heads
All Others Concerned

1. Relative to Regional Memorandum No. 068 s. 2022 and DepEd Order No. 10 s. 2018 re: Guidelines on the Issuance of Special Orders (SO) for the Approval of the Eligibility from SHS of Grade 12 Learners Enrolled in Private Schools/ Colleges and Technical-Vocational Institutions (TVIS) for School Year 2017 -2018 and Preparation and Submission of Special Orders (SO) of Qualified Grade 12 Learners for School Year 2021-2022 respectively, this Office, through the Planning & Research Unit informs all Private Schools offering Senior High Schools for the checking and submission of SO Applications for SY 2021-2022 starting April 4, 2022.
2. The following documents shall be submitted by the schools for evaluation:
 - a. Three (3) original copies of SO applications in long size bond paper;
 - b. Students' permanent records duly signed by the school head/registrar;
 - c. Permit to Operate SHS course to offer the tracks/strand;
 - d. List of graduating students signed by the school head; and
 - e. Certified true copy of permit to Operate SHS.
3. For accredited private schools, the documents to be submitted are the following:
 - a. Three (3) original copies of SO applications;
 - b. Permit to Operate SHS course to offer the tracks/strand;
 - c. List of graduating students duly signed by school head/ registrar: and
 - d. Certified true copy of Certificate of Accreditation.
4. Attached is the template to be used as a guide in the preparation for the Special Orders.
5. Immediate dissemination of and compliance with this Memorandum are desired.


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OIC, Asst. Schools Division Superintendent
In-charge of the Division



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