



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. 167 s. 2023

APR 24 2023

**PREPARATION AND SUBMISSION OF SPECIAL ORDER (SO) APPLICATIONS OF
PRIVATE SCHOOLS, TECHNICAL VOCATIONAL INSTITUTE (TVIS), STATE
COLLEGES & UNIVERSITIES FOR SCHOOL YEAR 2022-2023**

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

1. Relative to Regional Memorandum No. 80 s. 2023 Re: Preparation and Submission of Special Orders (SO) of Qualified Grade 12 Learners for School Year 2022-2023 respectively, this Office, through the School Governance and Operation Division informs all Private Schools offering Senior High Schools for the and submission and checking of SO Applications for SY 2022-2023 starting April 17, 2023.
2. The following documents shall be submitted by the schools for evaluation:
 - a) Three (3) original copies of SO applications in A4 size bond paper following the RO required template;
 - b) Students' Form 10 (permanent records) duly signed by the school head/registrar;
 - c) List of graduating students signed by the school head; and
 - d) Certified true copy of permit to offer SHS course/s.

For accredited private schools, the documents to be submitted are the following:

- a) Three (3) original copies of SO applications A4 size following the RO required template;
 - b) Certified true Copy of approved Permit to Offer SHS course/s to offer the tracks/strand;
 - c) List of graduating students SY 2022-2023 duly signed by school head: and
 - d) Certified true copy of Certificate of Accreditation.
3. Attached is the RO Special Order prescribed Template.
 4. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assist. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent





Republic of the Philippines
Department of Education
Region VI-Western Visayas
Duran Street, Iloilo City

Date: (Leave blank), 2023

SPECIAL ORDER (R-VI)

No. _____ s. 2023

On the basis of records submitted by the NAME OF SCHOOL ALL CAPS, School Address, approval of the eligibility for graduation in Senior High School (Specify the track and strand) of the following as of Month, day, year of Graduation upon the satisfactory completion of the Academic Requirements of the K to 12 Basic Education Curriculum is hereby given and made a matter of record:

Male	Female
1. <i>Surname, First Name, Middle Initial</i>	1.
2. <i>in alphabetical order</i>	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.
16.	16.
17.	17.
18.	18.

The approval of any one candidate for graduation is automatically cancelled if he/she does not complete requirements of the curriculum on the date specified and is subject to revocation if the record upon which the approval is based were later found to be incorrect.

This approval is valid for **THIRTY SIX (36) LEARNERS** only.

VALID WITHOUT SEAL
(NO ERASURE OR ALTERATION)

Recommended By: _____
Chief, Curriculum Implementation Division

Recommending Approval:

JUDE THADDEUS I. ILEDAN PhD
Chief, Quality Assurance

Approved By: _____
Chief, School Governance & Operations Division

FOR THE SECRETARY