



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

March 15, 2021

DIVISION MEMORANDUM

No. OG7 s. 2021

**PREPARATION AND SUBMISSION OF SPECIAL ORDERS (SO) OF QUALIFIED
GRADE 12 LEARNERS FOR SCHOOL YEAR 2020-2021**

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

1. Relative to DepEd Order No. 10 s. 2018 and Regional Memorandum No. 090 s. 2021 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 2020-2021 respectively, the Schools Division Office of Kabankalan City informs all Private Schools offering Senior High Schools for the checking and submission of SO Applications SY 2020-2021 starting March 23, 2021.
2. The following documents shall be submitted by the schools to the SDO for Evaluation:
 - a. Three (3) original copies of SO applications in long size bond paper;
 - b. Students' permanent records duly signed by the school registrar;
 - c. List of graduating students signed by the school head; and
 - d. 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) List of graduating students duly signed by school head/ registrar: and
 - c. 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. For immediate dissemination and compliance.

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



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

Date: (leave blank) , 2021

SPECIAL ORDER

No. , s. 2021

On the basis of records submitted by the NAME OF SCHOOL , School Address , approval of the eligibility for graduation in **Senior High School (Specify the track and strand)** of the following as of **Date 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. <u>Surname, First Name, Middle Initial</u> | 1. |
| 2. <u>in alphabetical order</u> | 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. |
| 19. | 19. |
| 20. | 20. |

The approval of any one candidate for graduation is automatically cancelled if he/she does not complete the 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 **FORTY (34) STUDENTS** only.

**(NOT VALID WITHOUT SEAL
WITH ERASURE OR ALTERATION)**

Recommending Approval:

Evaluated By : _____
Chief, Curriculum Implementation Division

DONATO G. DELGADO EdD
Chief, Quality Assurance

Reviewed By : _____
Chief, School Governance & Operations Division

Validated By: Name of Assigned QA/EPS as validator
Education Program Supervisor/ Special Order Coordinator

FOR THE SECRETARY OF EDUCATION

RAMIR B. UYTICO EdD, CESO IV
Regional Director