



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE of KABANKALAN CITY
City of Kabankalan

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DIVISION MEMORANDUM

No. 30, s. 2019

TO: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public School District Supervisors
Private Schools – Heads of Senior High Schools and /or SHS Coordinators
Private Schools Focal Person
All Others Concerned

FROM:  **MA. LORLINE M. ORTILLO, CESO VI**
Schools Division Superintendent

Date: February 14, 2019

Subject: Orientation on the Guidelines on Issuance of Special Orders for the Approval of the Eligibility for Graduation of Senior High School Grade 12 Learners, School Year 2018 -2019

1. The Schools Division Office of Kabankalan City will conduct an Orientation on the Guidelines on the Issuance of Special Orders (SO) for the Approval of the Eligibility for Graduation of Senior High School Grade 12 Learners, School Year 2018 -2019 on February 18, 2019 at the Division Conference Hall (9AM) for all Private Senior High School Principals / SHS Coordinators.
2. This activity aims to orient all Private Schools SHS School Heads and /or SHS Coordinators in the submission of Special Orders for School Year 2018 -2019.
3. For immediate dissemination and compliance.