

February 27, 2018

**DIVISION MEMORANDUM**No. 47, s. 2018

**SCHOOL YEAR 2017 – 2018 K TO 12 BASIC EDUCATION PROGRAM**  
**END OF SCHOOL YEAR RITES**

To Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads

1. The Department of Education announces the conduct of the following **End of School Year Rites** for School Year (SY) 2017 – 2018:

Grade Level Completers	Ceremony	Proof of Completion
Kindergarten	Moving Up or Completion	Kindergarten Certificate (Enclosure No. 1)
Grade 6	Graduation	Elementary Certificate (Enclosure No. 2)
Grade 10	Moving Up or Completion	Junior High School Certificate (Enclosure No. 3)
Grade 12 learners from a. Schools with DepEd-approved K to 12 transition plan b. Schools with permit to operate Senior High School since 2014 c. International schools with K to 12 Program	Graduation	Senior High School Diploma (Enclosure No. 4)

2. The 2018 ceremonies shall focus on the theme *Mag-aaral ng K to 12: Handa sa Hamon ng Buhay* (K to 12 Learners: Ready to Face Life's Challenges). Schools may translate the theme in Mother Tongue. This theme highlights the role of K to 12 Basic Education Program in harnessing the skills and competencies of the Filipino learners to face life's challenges.
3. The end of the school year rites should be scheduled not earlier than **April 2, 2018** but not later than **April 6, 2018**. Schools with an extended school year will have to be guided by their approved revised school calendar.
4. **All Grade 12 learners** are required to take the **Basic Education Exist Assessment (BEEA)** which will be conducted before **April 6, 2018**. Detailed of the examination will be issued on a separate memorandum.
5. In line with the government's austerity program, DepEd reiterates the following policies:
- Graduation rites should be simple but meaningful which encourage civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue;

- b. Moving Up or Closing Ceremonies should be simple involving only the learners, their parents and the school; and
- c. Non-academic projects such as attendance to field trips, film showing, junior-senior promenade, and other school events should not be imposed as requirements for graduation or completion.

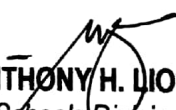
*For Public Schools only*

- d. Expenses relative to the activity should be charged to the school's Maintenance and Other Operating Expenses (MOOE) under 2018 Budget;
- e. Any DepEd personnel should not be allowed to collect any graduation/moving up/ closing ceremony fees or any kind of contribution; and
- f. Contribution for the annual yearbook, if any, should be on a voluntary basis.

6. Use of enclosed completion certificate and diploma templates:

For private elementary and secondary schools, technical and vocational institutions (TVIs), and higher education institutions (HEIs) including state universities and colleges (SUCs) and local universities (LUCs)	The use of the enclosed completion certificate and diploma templates is optional. The signature of the school head is required, while the signature of the schools division superintendent is not required.
For public elementary and secondary schools	The use of enclosed completion certificate and diploma templates is <b>required</b> .

- 7. Awarding of honors to learners from Grades I and 12 shall follow the guidelines stipulated in DO 36, s. 2012 entitled Policy Guidelines on Awards and Recognition for K to 12 Basic Education Program.
- 8. Further, the end of school year rites and moving up or closing ceremony should be conducted in an appropriate solemn ceremony befitting the learners and their parents, and shall not be used as a political forum.
- 9. For immediate dissemination of and strict compliance of all concerned.

  
**ANTHONY H. LIOBET, CESO VI**  
 Asst. Schools Division Superintendent  
 Officer In Charge  
 Office of the Schools Division Superintendent

Encls: As stated

References:

DepEd Order: Nos. 8 and 25, s. 2017, and 36, s. 2016  
 DepEd Order No. 5, s. 2018

To be indicated in the Perpetual Index  
 Under the following subjects:

BASIC EDUCATION	CERTIFICATE
DIPLOMA	GRADUATION
JUNIOR HIGH SCHOOL	KINDERGARTEN EDUCATION
LEARNERS	POLICY
SENIOR HIGH SCHOOL	

(Enclosure No. 1 to Division Memorandum No. 47 s. 2018)

**SAMPLE TEMPLATE FOR KINDERGARTEN CERTIFICATE**



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*



REHIYON XXX  
*REGION XXX*  
SANGAY NG XXXXXXXX  
*DIVISION OF XXXXXXXX*  
PUROK NG XXXXXX  
*DISTRICT OF*

**XXXXXX ELEMENTARY SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda  
*has satisfactorily completed the requirements for Elementary School as prescribed*  
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*by the Department of Education and is therefore awarded this*

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-\_\_ ng Abril 2018.  
*Signed in XXXXXXXXX, Philippines on the \_\_th day of April 2018.*

XXXXXXXXXX  
Punong-Guro  
*Principal*

XXXXXXXXXX  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*

(Enclosure No. 2 to Division Memorandum No. 47 s. 2018)

**SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE**



Republika ng Pilipinas  
*Republic of the Philippines*  
**Kagawaran ng Edukasyon**  
*Department of Education*



**REHIYON XXX**  
*REGION XXX*  
**SANGAY NG XXXXXXXXX**  
*DIVISION OF XXXXXXXX*  
**PUROK NG XXXXXX**  
*DISTRICT OF*

**XXXXXX ELEMENTARY SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda  
*has satisfactorily completed the requirements for Elementary School as prescribed*  
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*by the Department of Education and is therefore awarded this*

**KATIBAYAN**

**DIPLOMA**

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-\_\_ ng Abril 2018.  
*Signed in XXXXXXXX, Philippines on the \_\_<sup>th</sup> day of April 2018.*

**XXXXXXXXXX**  
Punong-Guro  
*Principal*

**XXXXXXXXXX**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*

(Enclosure No. 3 to Division Memorandum No. 47 s. 2018)

**SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION**



**Republika ng Pilipinas**  
*Republic of the Philippines*  
**Kagawaran ng Edukasyon**

*Department of Education*

**REHIYON XXX**

*REGION XXX*

**SANGAY NG XXXXXXXXX**

*DIVISION OF XXXXXXXXX*



**XXXXXX HIGH SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Junior High School na itinakda para sa  
*has satisfactorily completed the requirements for Junior High School prescribed for*  
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*Secondary Schools of the Department of Education and is therefore awarded this*

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-\_\_ ng Abril 2018.  
*Signed in XXXXXXXXX, Philippines on the \_\_<sup>th</sup> day of April 2018.*

**XXXXXXXXXX**  
Punong-Guro  
*Principal*

**XXXXXXXXXX**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*

(Enclosure No. 4 to Division Memorandum No. 47 s. 2018)

**SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA**



Republika ng Pilipinas  
*Republic of the Philippines*  
**Kagawaran ng Edukasyon**  
*Department of Education*

**REHIYON XXX**  
*REGION XXX*

**SANGAY NG XXXXXXXX**  
*DIVISION OF XXXXXXXX*



**XXXXXX HIGH SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School  
*has satisfactorily completed the requirements for graduation in Senior High School*

\_\_\_\_\_ **TRACK AND** \_\_\_\_\_ **STRAND**  
\_\_\_\_\_ *TRACK AT* \_\_\_\_\_ *STRAND*

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*prescribed for Secondary Schools of the Department of Education and is therefore awarded this*

**KATIBAYAN**  
**DIPLOMA**

Nilagdaan sa Xxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2018.  
*Signed in Xxxxxxxx, Philippines on the \_\_<sup>th</sup> day of April 2018.*

**XXXXXXXXXX**  
Punong-Guro  
*Principal*

**XXXXXXXXXX**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*