



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

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ED DIVISION OF CAGAYAN DE ORO
CAGAYAN DE ORO CITY
RELEASED
DATE: MAR 08 2021

Office of the Schools Division Superintendent

March 8, 2021

**The Senior High School Principal/Heads of HEIs/
Technical Vocational Institutions offering Senior High School Program
Division of Cagayan de Oro City**

Sir/Ma'am:

Greetings of hope amidst the pandemic.

With Reference to Regional Memo No. 78 s. 2019 and DepEd Order No. 10 s.2018, all concerned private schools and non-DepEd institutions offering Senior High School program are hereby informed that the submission of application of issuance of Special Order for graduation for SY 2020-2021 to the Regional Office at least 15 calendar days before the end of the current School Year. However, to give time for checking and correction of deficiencies, all SO application documents shall be submitted at least 30 calendar days to the Division Office.

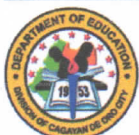
SO applications for the previous school years shall be accepted and processed during this school year only. In this regard, private senior high schools are encouraged to do housekeeping of their SO applications not yet submitted.

Soft copy of the official SO application template can be downloaded from <http://bit.ly/CDOSOtemplate>

Please see attached memorandum for your information and guidance. Thank you.

Very truly yours,


CHERRY MAE L. LIMBACO
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048



Republic of the Philippines
Department of Education

05 MAR 2018

DepEd ORDER
No. **10**, s. 2018

**GUIDELINES ON THE ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL
OF THE ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL
OF GRADE 12 LEARNERS ENROLLED IN PRIVATE SCHOOLS/
COLLEGES AND TECHNICAL-VOCATIONAL INSTITUTIONS
FOR SCHOOL YEAR 2017-2018**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Private Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the **Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical-Vocational Institutions (TVIs) for School Year (SY) 2017-2018.**
2. For the information and proper guidance of all concerned, the regional offices (ROs) are hereby authorized to issue special orders to schools that were issued provisional permits to operate in SY 2016-2017 or prior to this school year for the graduation of qualified Grade 12 learners. The Central Office shall be responsible for the issuance of special orders for Philippine Schools Overseas (PSOs).
3. The issuance of special orders shall follow the same guidelines stipulated in DepEd Order No. 88, s. 2010, or the Revised Manual of Regulations for Private Schools in Basic Education, except for the timeline of application for special orders.
4. Applications for special orders of qualified Grade 12 learners for SY 2017-2018 shall be filed by the school through the schools division office (SDO) at least 15 calendar days before the end of the current academic year. This shall be processed by the RO and returned to the school through the SDO within seven calendar days from the receipt of application. For PSOs, the same timeline applies for the application and the subsequent issuance of the special order with the Bureau of Curriculum Development processing the said application.
5. A separate DepEd Order shall be issued on the requirements for the issuance of certificates of recognition to private schools/colleges and TVIs offering the SHS Program.
6. Immediate dissemination of and compliance with this Order is directed.


LEONOR MAGTOLIS-BRIONES
Secretary

References:

DepEd Order No. 88, s. 2010
DepEd Memorandum No. 4, s. 2014

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

AUTHORITY
LEGISLATION
PERMIT
POLICY
RULES AND REGULATIONS
SCHOOLS
SENIOR HIGH SCHOOLS
TECHNICAL EDUCATION
VOCATIONAL EDUCATION

APA/MCR-Do-Guidelines on the Issuance of Special Order...
0138/February 16, 2018/3-1-18/3-2



DepED-X
January 29, 2019
Cagayan de Oro City

06 FEB 2019

REGIONAL MEMORANDUM

No. 78, s. 2019

RELEASED

**GUIDELINES ON THE ISSUANCE OF SPECIAL ORDER (SO) FOR
GRADUATION TO PRIVATE AND NON-DEPED INSTITUTIONS
OFFERING SENIOR HIGH SCHOOL PROGRAM
FOR SY 2018-2019**

To: **Schools Division Superintendents
Assistant Schools Division Superintendents
Education Program Supervisors
Division Private School Coordinators
Presidents, Principals/Administrators, and Heads
of Private Schools/HEIs Offering Senior High School
All Others Concerned
This Region**

1. The Department of Education Regional Office X, through the Quality Assurance Division, issues the Guidelines on the Issuance of Special Order for Graduation to Private and Non-DepEd Institutions Offering Senior High School Program for School Year 2018-2019.
2. Pursuant to DepEd Order No. 10, s. 2018 entitled *Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical-Vocational Institutions for School Year 2017-2018*, only learners in schools/colleges with DepEd approved K to 12 transition plan, private schools with permit to operate Senior High School since 2014, and International Schools with K to 12 Program are eligible for graduation from Senior High School and to be issued with Special Order.
3. It shall be the task of Schools Division Offices (SDOs) to evaluate all special order applications from private schools located in their respective jurisdictions and shall create an evaluation team for the purpose of this memorandum, comprised of the Senior High School Supervisor/Coordinator, Private School Supervisor/Coordinator, an Education Program Supervisor representing the Curriculum and Instruction Division and one (1) Education Program Supervisor representing the School Governance Operations Division.
4. Documents required to be submitted and subjected for evaluation are the following:
 - a. Letter-request from the principal of the applicant-school addressed to the concerned Schools-Division Superintendent re: checking of documents for special order evaluation;





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- b. Copy of the Senior High School Government Permit issued by DepEd Regional Office X to the applicant-school;
 - c. List of learners eligible for the issuance of special order, specifying the last name, first name, middle name (Enclosure No. 1);
 - d. Special Order Form (Enclosure No. 2)
 - e. School Form (SF) 5B – List of learners with complete SHS requirements;
 - f. School Form (SF) 9 – Learner's Progress Report Card (Grade 12 with at least up to 3rd Quarter);
 - g. School Form (SF) 10 – Learner's Permanent Academic Record;
 - h. Clear copy of the original birth certificate duly authenticated by the Philippine Statistics Authority; and
 - i. If student is a foreigner – copy of the original birth certificate authenticated by a duly constituted authority of the country of origin of the student, alien certification registration, Bureau of Immigration Certification and student visa duly authenticated by Bureau of Immigration.
5. The workflow on the filing of procedures of the abovementioned requirements is found in Enclosure Number 4.
 6. To ensure uniformity, only only A4 paper size, bookman old font style (size 12) will be utilized in printing the Special Order Form.
 7. Submission of special order application is on or before March 1, 2019. Applications for Special Order of schools submitted after the deadline will be processed in the First Semester of School Year 2020-2021.
 8. It is the duty of the concerned Schools-Division Office (SDO) to inform the applicant-school of the deficiency/ies in the application within three (3) days from such discovery. To prevent such occurrence, the SDOs are encouraged to check and verify the submitted requirements upon receipt thereof.
 9. Only application which have fully complied with the requirements, without any deficiency shall be indorsed immediately by the concerned Schools Division Superintendent to the Office of the Regional Director, **attention: Quality Assurance Division.**
 10. All applications for special order shall be arranged by **Track and Strand** (Enclosure No. 2).



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11. Schools are encouraged to submit a softcopy of the Special Order Form to ensure the correctness of the complete name and sex of the learner (save Excel File to a CD).
12. For purposes of clarity and consistency with existing regulations, the SGOD is tasked to oversee the evaluation of special orders.
13. Enclosed are the following templates for your perusal:
 - Enclosure No. 1: List of Learners Eligible for Special Order
 - Enclosure No. 2: Special Order Form
 - Enclosure No. 3: Workflow on the Filing Procedures
14. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO V
Regional Director

Encl: as stated

QAD/Noel

* Guidelines on the Issuance of Special Order (SO) for Graduation to Private and Non-DepEd Institutions Offering Senior High School Program fro SY 2018-2019

List of Learners Eligible for Special Order

Name of School : _____

Complete Address: _____

Cellphone Number: _____

Track/Strand: _____

Total Number of Graduating Students: _____

Male

1. ABAD, JOHN SYRIELLE NOB
2. ABCAS, PAUL KENNETH CAHARIAN
3. ALAB, JOHN MARK LOUIE REGACHO
4. BASAK, JOSHUA BILL ABAD
5. BARDO, KURT ANDREY TAN
6. CARDO, JAMES SANTOS
7. CARAG, JOSE DIEZ
8. DIMO, AL ABAD
9. DAL, DANTE CAGANG
10. EDMA, NEIL ANG
11. ESRA, EDISON KHO
12. FAJARDO, JOSE RAMOS
13. FAMAS, NIKKO ROA
14. GAMAT, ROY TAN
15. GOMEZ, PAUL DY
16. JAGNA, MIKE ABAD
17. JUMALON, JOSE SANTOS
18. TAMULA, REY BARETO
19. UMALA, VINCE PACALDO
20. VALMORES, PRINCE DANTES
21. YAMARO, SIMON SAMACO
22. YAP, MIGUEL SANTOS

Female

1. AYUP, YANARA JUMAMIL
2. ALAB, SIENA LABADAN
3. BARTE, NIKKA GO
4. BAGUIO, SARAH TAN
5. CANDA, CAREN BANTA

6. DOMA, LILA PALANG
7. DUMANJOG, LOVELY SIA
8. EGAR, NAOMI ABAS
9. ERASMO, PERRY SANTOS
10. FALGAR, RIZZA LABARTE
11. FAUNILLAN, MICA SALCEDO
12. GARGAR, FITCHIE DAMPAS
13. HAMADI, FATIMA ABANTAS
14. IGCALINOS, SIMEONA DIEZ
15. JAMIS, PILAR SILVA
16. KIMPO, ROWENA SABA
17. LIEMPO, MAUREN TIBAY
18. MANALO, BIANCA SALVA
19. RAMOS, LAURA GO
20. ZAMAYLA, GILDA TACNA

Certified True and Correct:

Signature Over Printed Name of School Registrar

Attested by:

Signature Over Printed Name of School Principal



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DepEd Region X – Northern Mindanao



(Inclosure 2 to Region Memorandum No. ____s. 2019)

Date: _____

SPECIAL ORDER

No. _____, s. 2019

On the basis of records submitted by, _____ **(Name of School)**,
(Address), approval of the eligibility for completion of **Senior High School** of the following as of March 2019 upon the successful completion of the work now being taken in the **SENIOR HIGH SCHOOL PROGRAM** specifically in the **TRACK , STRAND** is hereby given and made a matter of record:

MALE:

1. **(LAST NAME, FIRST NAME, MIDDLE NAME)**
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

FEMALE:

21. **(LAST NAME, FIRST NAME, MIDDLE NAME)**
- 22.
- 23.
- 24.
- 25.
- 26.
- 27.
- 28.
- 29.
- 30.





(Inclosure 3 to Region Memorandum No. _____ s. 2019)

FILING AND EVALUATION PROCEDURES ON THE APPLICATION FOR SENIOR HIGH SCHOOL (SHS) PROGRAM SPECIAL ORDER FOR GRADUATION FOR PRIVATE SCHOOLS/SUCs AND LUCs/OTHER NON DEPED INSTITUTION

