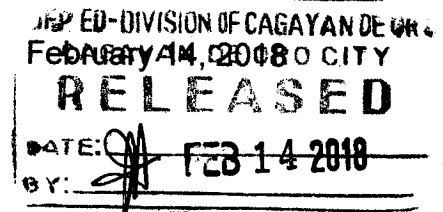


Republic of the Philippines
Department of Education
Region X
DIVISION OF CAGAYAN DE ORO
Fr. William Masterson Road
Upper Balulang, Cagayan de Oro City



Division Memorandum
No. 107 s. 2018



**DOCUMENTARY REQUIREMENTS FOR THE ISSUANCE OF SPECIAL ORDER FOR
GRADUATION FOR NON-DEPED SENIOR HIGH SCHOOL**

To: Private Secondary School Heads
Technical Vocational Institutions Administrators
University of Science and Technology of Southern Philippines Principal
This Division

1. Attached is a Region Memorandum No. 74, s 2018 on the Documentary Requirements for the Issuance of Special Order for Graduation for Non-DepEd Senior High School.
2. School Heads and Administrators are advised to submit to this office the complete set of requirements on or before February 26, 2018 for checking as to the completeness of the required documents before endorsing to the regional office.
3. For information, guidance and compliance.


JONATHAN S. DELA PEÑA, Ph.D. CESO VI
Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:
Non-DepEd SHS Special Order

jsm/sgod



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X

Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51 Website: depedreg10.net

Tayo
PARA SA
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DEPED-X
January 29, 2018 Cagayan de Oro City

REGION MEMORANDUM

No. 79, s. 2018

**DOCUMENTARY REQUIREMENTS FOR THE ISSUANCE OF SPECIAL
ORDER FOR GRADUATION FOR NON-DEPED SENIOR HIGH SCHOOL**

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents
School Governance and Operation Chiefs
Division Education Supervisors/Coordinators for Private Schools
Administrators of Private Secondary Schools
All Others Concerned
This Region

1. The Department of Education-Region X hereby informs the field of the following documentary requirements to be submitted in the issuance of Special Order for Graduation for Non-DepEd Schools:

- a. Complete name of the candidate (Last Name, First Name, and Middle Name)
- b. Gender of the candidate
- c. Month and year of graduation
- d. Number of students listed in the form
- e. Accomplished Special Order for Graduation Form (Form 9) with the following supporting documents:
 - i. Endorsement from the Schools Division Superintendent
 - ii. Letter of Recommendation from the School Registrar/School Principal or Administrator/School Committee for Checking of Documents of the Candidates for Graduation of the particular school year
 - iii. Accomplished Form (SO for Graduation)
 - iv. Letter of List of the Names of all Students- Recipients of Certificates of Diploma (Specify SHS Course, Track, Strand, Specialization and NC for the TVL track)
 - v. Certified true copy of the SHS Student's Permanent Record of the last school attended
 - vi. Certified true copy of the SHS Student's Permanent Record of the latter school, if the student is a transferee from another school



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- vii. Certification from the School Registrar/School Principal if the student is taking summer classes in another school or is a cross enrollee from another school
 - viii. Verified copy of the original NSO/PSA Birth Certificate from the school registrar/school head of certified true copy of the NSO/PSA Birth Certificate from the PSA for Filipino citizen students. For foreign student, submit copies of Birth Certificate from a foreign country, alien certificate of registration, and certification from the Bureau of Immigration
 - ix. Accomplished student evaluation form with signatures of the School Registrar/Principal/Administrator/President and the Division Supervisor In-Charge of Private Schools.
2. After processing of the documents in the Division Office is completed, Division Private School Coordinators shall endorse the same to the Regional Office for issuance of Special Order to Non-DepEd Senior High Schools.
 3. Submission of the documents to the Regional Office is on or before March 1, 2018.
 3. For more information, all concerned may contact Rogelio C. Evangelista, Chief, QuAD at 09178300799 or through email address at bongpelo@gmail.com.
 4. Immediate and wide dissemination of this Memorandum is desired.

qad/noel

ALLAN G. FARNAZO
Director IV