



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



Office of the Schools Division Superintendent

17 Feb 2025

DIVISION MEMORANDUM
No. 147 s.2025

CONTEXTUALIZED GUIDELINES ON THE ISSUANCE OF SPECIAL ORDER
(SO) FOR THE DIVISION OF CAGAYAN DE ORO CITY

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel
All Private Secondary and Senior High School Principals
This Division

1. All concerned private schools offering Senior High School program are hereby informed of the Contextualized Guidelines on the Issuance of Special Order (SO) for the Division of Cagayan de Oro City.
2. Attached is the said issuance for your information and guidance. Should there be concerns, the school may coordinate with the Private School Coordinator.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As indicated
Reference: As indicated
To be indicated in the Perpetual Index
under the following subjects:
SPECIAL ORDER

DM-015-SGOD-SMME-ECHR

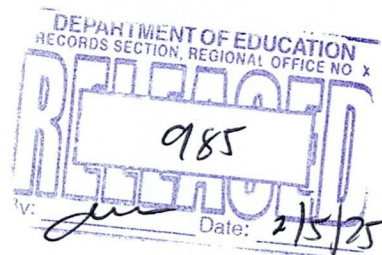


Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



First Endorsement
January 27, 2025

60174 DepEd
CAGAYAN DE ORO CITY DIVISION
Received by: _____
Date: **FEB 10 2025**
Time: **2:30pm**

This Office respectfully refers to the **Schools Division Superintendent, Division of Cagayan de Oro City**, Masterson Avenue, Cagayan de Oro City, the attached **Contextualized Guidelines for the Division of Cagayan de Oro City** regarding the **Issuance of Special Order (SO) Number for Graduation to Private and Non-DepEd Institutions Offering Senior High School Program for SY 2018-2019**, for relevant information and appropriate action.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated

ORD-PAU/moon



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@depd.gov.ph
Website: r10.depded.gov.ph

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Issuance of Special Order (SO) Number for Graduation to Private and Non-DepEd Institutions Offering Senior High School Program for SY 2018-2019:

Contextualized Guidelines for the Division of Cagayan de Oro City

These guidelines contextualize the procedure indicated in **Regional Memorandum No. 78, s. 2019**, titled **Guidelines on the Issuance of Special Order (SO) Number for Graduation to Private and Non-DepEd Institutions Offering Senior High School Program for SY 2018-2019**.

After checking and achieving the completeness, correctness, and authenticity of the submitted documents, the Division's Focal Person shall prepare the endorsement letter for the validation of the divisional assessment/evaluation results to, and for the issuance of Special Order by, the Regional Office (RO).

If the applicant private schools have less than 100 aspiring graduates, the required documents for evaluation can be attached to the endorsement letter; if the applicant private schools have 100 or more aspiring graduates, the required documents may be returned to the school. The school shall then be given a scheduled visit for validation by the Focal Person at the RO to ease the transit of bulky documents from the Schools Division Office (SDO) to the RO to the SDO and finally to the schools, minimize storage space at the RO, and effect a closer and faster conduct of technical assistance to the applicant schools.

Attached are samples of the endorsement letter and possible schedule of visits to the schools for the purpose of validating the requests for Special Order (SO) Numbers for Graduation.



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SAMPLE ENDORSEMENT FOR SMALL PRIVATE SCHOOLS (<100 SHS STUDENTS)

Republic of the Philippines
Department of Education
Region X
Division of Cagayan de Oro

Office of the Schools Division Superintendent

1st Indorsement
Date

Respectfully forwarded to **DR. ARTURO B. BAYOCOT, CESO III**, Regional Director, Department of Education, Region X, the herein request and student records in Senior High School of (Name and Address of School) for SY 2024-2025, FOR VALIDATION AND ISSUANCE OF SPECIAL ORDER.

ROY ANGELO E. GAZO
Schools Division Superintendent

SAMPLE ENDORSEMENT FOR BIG PRIVATE SCHOOLS (>100 SHS STUDENTS)

Republic of the Philippines
Department of Education
Region X
Division of Cagayan de Oro

Office of the Schools Division Superintendent

1st Indorsement
Date

Respectfully forwarded to **DR. ARTURO B. BAYOCOT, CESO III**, Regional Director, Department of Education, Region X, the herein request of (Name and Address of School) for the Senior High School graduating students of SY 2024-2025. FOR VALIDATION AND ISSUANCE OF SPECIAL ORDER.

The student records are available in school during the Regional Office validation as to be scheduled.

ROY ANGELO E. GAZO
Schools Division Superintendent

SAMPLE ENDORSEMENT FOR PRIVATE SCHOOLS WITH LATE REQUESTS

Republic of the Philippines
Department of Education
Region X
Division of Cagayan de Oro

Office of the Schools Division Superintendent

1st Indorsement
Date

Respectfully forwarded to **DR. ARTURO B. BAYOCOT, CESO III**, Regional Director, Department of Education, Region X, the herein request and student records in Senior High School of (Name and Address of School) for SY _____, FOR VALIDATION AND ISSUANCE OF SPECIAL ORDER.

The required documents are late due to _____.

ROY ANGELO E. GAZO
Schools Division Superintendent