

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

March 14, 2025

DIVISION MEMORANDUM
No. 246 s. 2025

END-OF-SCHOOL-YEAR (EOSY) RITES SY 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
CID and SGOD Personnel
OSDS Unit Heads and Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 9 s, 2023 "An Order Updating the Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education program End-of-School-Year Rites", this Office hereby issues specific details on the **conduct of EOSY Rites SY 2024-2025 on April 14-15, 2025.**
2. The enclosures to the memorandum provide details as follows.

Enclosure 1	List of DepEd Officials
Enclosure 2	Program Template
Enclosure 3	Confirming Officials by District per Schedule
Enclosure 4	Script/Protocols for the Presentation and Confirmation of the Candidates for Moving Up/Graduation
Enclosure 5	Allowable Budget and Expenses and Other Important Reminders
Enclosure 6	Format of Diploma/Completion Certificate
Enclosure 7	Monitoring Tool

3. In line with the government's austerity program, DepEd reiterates the following policies:
 - a. Graduation rites should be simple but meaningful to 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 and extraordinary venue;
 - b. End-of-School-Year Rites shall involve only the learners, their parents, school head and shall not be used as a political forum in strict compliance with DO No. 48, s 2018 "Prohibition of Electioneering and Partisan Political Activity".
 - c. Nonacademic projects such as attendance to field trips, film showing, JS Promenade, and other school events should not be imposed as requirements for graduation or completion.



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4. The theme for this year's ceremonies will come from the Central Office through a DepEd Memorandum.
5. Eligible expenses relative to the activity shall be charged to the School MOOE subject to existing guidelines. No DepEd personnel shall be allowed to collect any fee/contribution and solicit any amount or materials for EOSY Rites.
5. For immediate dissemination and compliance.


CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

CID/rsp
3/14/2025



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Enclosure 1 to Division Memorandum No. 246, s. 2025

DEPED OFFICIALS

HON. SONNY ANGARA
Secretary of Education

GILBERT T. SADSAD CESO III
Regional Director

BEBIANO I. SENTILLAS CESO IV
Assistant Regional Director

CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DELFIN A. BONDAD
Public Schools District Supervisor
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS)

NORLITO JR. P. AGUNDAY
JENNIFER D. METICA
ANGELO JAMES O. AGUINALDE
EVA S. TOLENTINO
LIZA R. BERNARDO
MARICHELE B. LLAVE
CRISTINA T. BARRAMEDA
MARJOROSE T. LOPEZ
CHERIE V. PEREZ

Attorney III
Information Technology Officer I
Accountant III
Administrative Officer V (Administrative)
Administrative Officer V (Budget)
Administrative Officer IV (Personnel)
Administrative Officer IV (Supply)
Administrative Officer IV (Cashier)
Administrative Officer IV (Records)



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CURRICULUM IMPLEMENTATION DIVISION (CID)

ROMEL G. PETAJEN	Chief Education Supervisor
Instructional Management	
AMELIA B. CABRERA	Education Program Supervisor – <i>EPP, TLE, TVL & ALS</i>
MARIVIC T. CAMACHO	Education Program Supervisor – <i>Edukasyon sa Pagpapakatao & Division Testing Coordinator</i>
NIÑO GERARD C. CENETA	Education Program Supervisor – <i>Science & Senior High School</i>
GINA L. CUSTODIO	Education Program Supervisor – <i>Kindergarten, Private Schools & SNED</i>
JEZRAHEL T. OMADTO	Education Program Supervisor – <i>Mathematics & Integrated Learning Experience</i>
GINA B. PANTINO	Education Program Supervisor – <i>English, Special Program in Journalism & Special Program in Foreign Language</i>
MA. GINA M. TEMPLONUEVO	Education Program Supervisor – <i>Filipino</i>
FRANKIE T. TURALDE	Education Program Supervisor – <i>MAPEH</i>
JAYSON M. FLORANZA	Education Program Supervisor – <i>Araling Panlipunan, Multigrade & Madrasah Education Program</i>
Learning Resource Management	
JESSLYN T. TAWAY	Education Program Supervisor – <i>LRMDS</i>
PEACHIE ROSHELE T. CHAVEZ	Librarian II
JOGENE ALILLY C. SAN JUAN	Project Development Officer II
District Instructional Supervision	
BRENDA V. VILLAREY	Public Schools District Supervisor – <i>Bagamanoc North & South</i>
JOSE T. ARCILLA JR.	Public Schools District Supervisor – <i>Baras North & South</i>
BELEN T. TAPAS	Public Schools District Supervisor – <i>Bato East & West</i>
DELFIN I. DE LEON	Public Schools District Supervisor – <i>Caramoran North & South</i>
JOSELITO T. RUIZ	Public Schools District Supervisor – <i>Gigmoto</i>
ARNEL D. BONIFACIO	In-Charge of the District – <i>Pandan East</i>
AMALIA I. DOMINGO	In-Charge of the District – <i>Pandan West</i>
ARNOLD M. VALLEDOR	Public Schools District Supervisor – <i>Panganiban</i>
RUTH B. SORRERA	Public Schools District Supervisor – <i>San Andres East & West</i>



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MARISOL T. LIM	Public Schools District Supervisor – <i>San Miguel North & South</i>
NIEVA DJ. TUIBEO	Public Schools District Supervisor – <i>Viga East & West</i>
ELIAS V. ABUNDO	Public Schools District Supervisor – <i>Virac North</i>
MIGUELITO T. RODRIGUEZ	Public Schools District Supervisor – <i>Virac South</i>

Alternative Learning System

JANEGRACE S. TESORERO	Education Program Specialist II
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SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)

MARY JEAN S. ROMERO	Chief Education Supervisor
AROLINE T. BORJA	Education Program Supervisor

Human Resource Development

CAROL P. GIL	Senior Education Program Specialist
ELIZABETH S. URBANO	Education Program Specialist II

School Management Monitoring & Evaluation

MARIA RITA SR. TABLATE	Senior Education Program Specialist
ACHILLES V. ALBERTO I	Education Program Specialist II

Social Mobilization & Networking

MARIFE B. BREQUILLO	Senior Education Program Specialist
IMACULATE T. LATORRE	Education Program Specialist II
MARIA AUDREA L. VIVO	Project Development Officer II (DRRM)

Planning & Research

FLOREN P. CLAVO	Senior Education Program Specialist
REY C. BONAYON	Planning Officer III

Youth Formation Development

MA. LOURDES M. SORRA	Project Development Officer I
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Education Facilities

RODGER A. MATIENZO	Engineer III
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School Health and Nutrition

AMYLOU B. CELSO	Dentist II, OIC-Medical Officer III
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SCHOOL OFFICIALS AND PERSONNEL



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Enclosure 2 to Division Memorandum No. 246, s. 2025

PROGRAMME FOR GRADUATION RITES FOR GRADE 6 AND 12

1. PROCESSIONAL (*Candidates for Graduation, Parents/School Personnel/Guests*)
2. PHILIPPINE NATIONAL ANTHEM (*Maybe sung by the participants and the audience either in acapella or with accompaniment. The Philippine flag shall be properly situated at the right side of the stage facing the audience*)
3. PRAYER/DOXOLOGY
4. SDO CATANDUANES HYMN
5. WELCOME ADDRESS (*Head Teacher/Assistant Principal for Secondary, President of Teachers' Association for Elementary*) – *this part shall focus on the significance of the ceremony. This shall be done in 3-5 minutes*)
6. PRESENTATION OF THE CANDIDATES FOR GRADUATION (*by the School Head/Academic Coordinator*)
7. CONFIRMATION OF GRADUATES (*by the School Division Superintendent or her authorized representative*)
8. PINNING OF RIBBON TO GRADUATES (*by respective parent or guardian*)
9. MESSAGE OF THE DEPED SECRETARY (*To be read by the Schools Division Superintendent or her authorized representative*)
10. DISTRIBUTION OF CERTIFICATES OF GRADUATION
11. INTRODUCTION OF THE GUEST SPEAKER (*by the School Head*)
12. MESSAGE OF THE GUEST SPEAKER
13. AWARDING OF CERTIFICATES/MEDALS (*The awardee will come up the stage only once even for several awards accompanied by parent/guardian*)
14. MESSAGE OF THE REPRESENTATIVE OF AWARDEES (*Graduate with the highest honor*)
15. RECESSIONAL (*Graduates/ Parents/School Personnel/Guests*)



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Enclosure 3 to Division Memorandum No. 246, s. 2025

CONFIRMING OFFICIALS AND EVALUATORS

District	Confirming Official and Evaluator		
	SDO Official	PSDS	School Head
Bagamanoc North	Carol Gil, SEPS Aroline Borja, EPS	Brenda V. Villarey	Rebecca C. Villacorta, SP-I
Bagamanoc South			Jose Aguinillo, SP-I Leny Ignacio, HT-II Cynthia Evangelista, HT-IV
Baras North	Niño Gerard Ceneta, EPS	Jose T. Arcilla Jr.	Jan Marvin A. Toledana, SP-I Juan O. Geromo, SP-II Joel V. Masagca, HT-IV Ara V. Bodota, HT-III
Baras South			Lyra C. Tusi, SP-II Janet T. Vargas, SP-I Lilybeth T. Gualberto - HT3 Jovel T. Tendencia, HT-II Adeleine R. Arcilla, HT-II Maribel B. Tagoo, HT-III Levi V. Taway, HT-II
Bato East	Jezrahel Omadto, EPS	Belen T. Tapas	Sonia Prensader, SP-III Lina Tayas, SP-I Bert Timbal, SP-I Virginia Tejerero, SP-I Timmy Alcantara, SP-II Alan Tesorero, SP-I
Bato West			Estrella Rojas, SP-I Jenry Tayam, SP-I Roy Tejerero, SP-I Marck Eustaquio, SP-I
Caramoran North	Mary Jean Romero, CES	Delfin I. De Leon	Irma Miraran, SP-I Analily Idanan, SP-II Efren Matienzo Jr., SP-II Rosiel Imperial, SP-I Cesmenda Borromeo, SP-III Nelson Narit, SP-I
Caramoran South			Alan Gud, SP-I Edgar Santos, SP-I Jouie Sanchez, SP-I Milani del Barrio, SP-I
Gigmoto	Gina Pantino, EPS	Joselito T. Ruiz	Marino T. Pantaleon, SP-I Ramon T. Templonuevo, SP-III
Pandan East	Maria Rita Tablate, SEPS	Arnel D. Bonifacio	Arnulfo D. Bernardino, SP-I Percy A. Rima, SP-I Ma. Magdalena C. Lopez, SP-I Mary Jane S. Rima, HT-III



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Pandan West		Amalia I. Domingo	Mary Anne C. Galicia, SP-I Minnie I. Lopez, SP-I Arlene P. Obico, SP-I Ronald R. Refre, SP-II
Panganiban	Amelia Cabrera, EPS	Arnold M. Valledor	Linda V. Dela Rosa, SP-II Josephine V. Vallespin, SP-I Eddie S. Ogalesco, SP-I Julie V. Vitalicio, SP-I
San Andres East	Marife Brequillo, SEPS	Ruth B. Sorrera	Cecile S. Alvea, SP-I Dennis L. Gianan, SP-II Ferdinand T. Tusi, SP-I Rolando Z. Regalado, SP-I Edwina F. Camacho, SP-I Rolly N. Nazareno, SP-I Reggie M. Cerdenia, SP-I
San Andres West	Floren Clavo, SEPS		Rosalinda A. Burce, SP-I Napoleon I. Arcilla, SP-I Soledad S. Gianan, SP-II Jesus Gianan, SP-I Jenylin I. Taopo, SP-I Manuel N. Tablizo, SP-II Francis G. Surban, SP-II
San Miguel North	Marivic Camacho, EPS	Marisol T. Lim	Analyn P. Carpio, SP-II Agnes Doblón, HT-IV Jingkee Torrena, SP-I Eddie Cadag, HT I
San Miguel South	Jayson M. Floranza, EPS		Myla B. Cordial, SP-I Mary Jane T. Valenzuela, SP-II Juan S. Torreja, SP-II Jhonney Boy Bernal, HT-III Rowena Tindugan, HT-IV
Viga East	Gina L. Custodio, EPS	Nieva DJ. Tuibeo	Clarissa G. Magdaraog, SP-II Clemente T. Olarte, SP-I Arnulfo T. Tawat Jr., HT-III Cecile T. Leon, HT-III Genaro V. Robles, HT-III
Viga West	Ma. Gina M. Templonuevo, EPS		Ma. Liza R. Arrojo, SP-II Cynthia D. Usero, SP-II Randy T. Odi, SP-I Danilo V. Valderama, SP-I Francia T. Tebelin, SP-I Perfecto M. Usero, SP-I Marites D. Sanchez, SP-I Janet M. Tonio, SP-II Kennon Jay Ogena, HT-III Amos T. Tuplano, HT-III Shyrl Tuplano, HT-III



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			Sarrah T. Tulod, HT-I
Virac North	Delfin A. Bondad, OIC-ASDS Jesslyn Taway, EPS	Elias V. Abundo	Salve T. Templo, SP-III Fe B. Mendoza, SP-II Yolanda T. Tayam, SP-II Anchelita P. Sicio, SP-II Shiela Marie M. Sapanta, SP-I Jay V. Tabuzo, SP-I Nestor V. Quintal, SP-I Neil F. Bañares, SP-I
Virac South	Romel Petajen, CES Frankie T. Turalde, EPS	Miguelito T. Rodriguez	Rita G. Soriao, SP-II Jocelyn A. Burce, SP-II Reynante T. Tabuzo, SP-I Lilibeth B. Tabuzo, SP-II Allan A. Sorreda, SP-II Jane C. Tabor, SP-II Jessie V. Icaranom, SP-I Marjorie A. Toledana, SP-II

***SEPS should be assigned to schools who are handled by SP or HT only.**



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Enclosure 4 to Division Memorandum No. 246, s. 2025

**SCRIPT/PROTOCOLS FOR THE PRESENTATION AND CONFIRMATION OF
THE CANDIDATES FOR MOVING UP/GRADUATION**

PRESENTATION OF CANDIDATES FOR GRADUATION (Senior High School)

The OIC -Schools Division Superintendent, CECILE C. FERRO CESO VI, represented by _____, Sir.Madam I have the honor to present to you _____ candidates for graduation, ____ are boys ____ are girls. Based on records I certify that they have satisfactorily completed the requirements for Senior High School / ALS Senior High School prescribed by the Department of Education under K to 12 Basic Education Curriculum.

They are now ready for your confirmation.

PRESENTATION OF CANDIDATES FOR MOVING-UP (Junior High School)

The Schools Division Superintendent, CECILE C. FERRO CESO VI, represented by _____, Sir.Madam I have the honor to present to you _____ candidates for completion, ____ are boys ____ are girls. Based on records I certify that they have satisfactorily completed the requirements for Junior High School / ALS Junior High School prescribed by the Department of Education under K to 12 Basic Education Curriculum.

They are now ready for your confirmation.

PRESENTATION OF CANDIDATES FOR GRADUATION (Grade 6)

The OIC- Schools Division Superintendent, CECILE C. FERRO CESO VI, represented by _____, Sir.Madam I have the honor to present to you _____ candidates for graduation, ____ are boys ____ are girls. Based on records I certify that they have satisfactorily completed the requirements for Elementary / Elementary ALS prescribed by the Department of Education under K to 12 Basic Education Curriculum.

They are now ready for your confirmation.

PRESENTATION OF CANDIDATES FOR MOVING-UP (Kindergarten)

The OIC- Schools Division Superintendent, CECILE C. FERRO CESO VI, represented by _____, Sir.Madam I have the honor to present to you _____ candidates for completion, ____ are boys ____ are girls. Based on records I certify that they have satisfactorily completed the requirements for Kindergarten prescribed by the Department of Education under K to 12 Basic Education Curriculum.

They are now ready for your confirmation.



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PROTOCOLS FOR THE CONFIRMATION

1. Confirmation of **Graduation and Moving-Up** shall be done after the presentation of the graduating class and/or movers by the school head.
2. The **confirming official will be the OIC-Schools Division Superintendent or her Authorized Representative.**
3. The **Authorized Representative of the SDS** shall be any of the following:
 - a. ASDS
 - b. Chiefs
 - c. EPSs
 - d. PSDSs
 - e. SEPS
 - f. Full-fledged School Heads
4. **In case of the unavailability of the representative** from the division office, the **Highest DepEd Official** shall be the **authorized confirming officer** (PSDS and Full-fledged School Heads)
5. The following confirmation statements shall be used:

CONFIRMING STATEMENTS

A. RECOGNIZING KINDERGARTEN

By the Authority delegated to me by **CECILE C. FERRO, OIC-Schools Division Superintendent of SDO Catanduanes** and upon the recommendation of your School Principal _____ that you have satisfactorily completed all the requirements for Kindergarten as prescribed by the Department of Education under the K to 12 Basic Education Curriculum,

I hereby **RECOGNIZE** your **COMPLETION** this ____ day of _____, 2025 at _____, Catanduanes.

CONGRATULATIONS!

B. CONFIRMING GRADUATION (Grade 6)

By the Authority delegated to me by **CECILE C. FERRO, OIC-Schools Division Superintendent of SDO Catanduanes** and upon the recommendation of your School Principal _____ that you have satisfactorily completed all the requirements for Elementary Education as prescribed by the Department of Education under the K to 12 Basic Education Curriculum,

I hereby **CONFIRM** your **GRADUATION** this ____ day of _____, 2025 at _____, Catanduanes.

CONGRATULATIONS!



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C. MOVING UP (Grade 10)

By the Authority delegated to me by **CECILE C. FERRO, OIC-Schools Division Superintendent of SDO Catanduanes** and upon the recommendation of your School Principal _____ that you have satisfactorily completed all the requirements for the Junior High School as prescribed by the Department of Education under the K to 12 Basic Education Curriculum,

I hereby RECOGNIZE your COMPLETION this ____ day of _____, 2025 at _____, Catanduanes.

CONGRATULATIONS!

D. GRADUATION (Grade 12)

By the Authority delegated to me by **CECILE C. FERRO, OIC-Schools Division Superintendent of SDO Catanduanes** and upon the recommendation of your School Principal _____ that you have satisfactorily completed all the requirements for Senior High School as prescribed by the Department of Education under the K to 12 Basic Education Curriculum,

I hereby CONFIRM your GRADUATION this ____ day of _____, 2025 at _____, Catanduanes.

CONGRATULATIONS!

D. ELEMENTARY (ALS)

By the Authority delegated to me by **CECILE C. FERRO, OIC-Schools Division Superintendent of SDO Catanduanes** and upon the recommendation of your District ALS Coordinator _____ that you have satisfactorily completed all the requirements for Alternative Learning System Elementary as prescribed by the Department of Education under the K to 12 Basic Education Curriculum,

I hereby CONFIRM your GRADUATION this ____ day of _____, 2025 at _____, Catanduanes.

CONGRATULATIONS!

E. JUNIOR HIGH (ALS)

By the Authority delegated to me by **CECILE C. FERRO, OIC-Schools Division Superintendent of SDO Catanduanes** and upon the recommendation of your District ALS Coordinator _____ that you have successfully passed the validation of presentation portfolio assessment for ALS JHS program completers of the SY 2024-2025 and previously years and that you have satisfactorily completed all the requirements for Alternative Learning System Junior High School as prescribed by the Department of Education under the K to 12 Basic Education Curriculum,

I hereby RECOGNIZE your COMPLETION this ____ day of _____, 2025 at _____, Catanduanes.

CONGRATULATIONS!



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D. SENIOR HIGH (ALS)

By the Authority delegated to me by **CECILE C. FERRO, OIC-Schools Division Superintendent of SDO Catanduanes** and upon the recommendation of your District ALS Coordinator _____ that you have satisfactorily completed all the requirements for for Alternative Learning System Senior High School as prescribed by the Department of Education under the K to 12 Basic Education Curriculum,

I hereby CONFIRM your GRADUATION this ____ day of _____, 2025 at _____, Catanduanes.

CONGRATULATIONS!



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Enclosure 5 to Division Memorandum No. 246, s. 2025

ALLOWABLE BUDGET AND EXPENSES

ALLOWABLE BUDGET:	
ELEMENTARY	Number of Completers and Awardees X 376.00
SECONDARY	Number of Completers and Awardees X 300.00
ELIGIBLE EXPENSES:	
<ul style="list-style-type: none">• Diploma/Certificate Printing• Program Printing• Medals• Ribbons• Stage Decoration Materials• Tarpaulin (Backdrop) / LED Wall Rental• Chair Rental• Sound System Rental• Meals for Guests and School Personnel• Plaque (for Guest Speaker)• Certificate Jacket• Leis / Garland	
*NO solicitation or contribution allowed.	

OTHER IMPORTANT REMINDERS

1. The schedule of the End-of-School-Year Rites both in the elementary and secondary schools (by district) be submitted to this office for approval on **March 30, 2025**.
2. The date to be printed in the Certificate/Diploma should be the last day of the School Year as stipulated in the School Calendar – **April 15, 2025**.
3. The Public Schools District Supervisors must check the spelling of signatories and compliance to the prescribed format of the Certificates/Diploma per DepEd Order No. 31, s. 2019 and should undersign (initial) before submitting the Certificates/Diploma for the signature of the OIC-Schools Division Superintendent (*Nanunungkulang Tagapamanihala*) starting **March 17 to April 4, 2025**. The SDS rank (CESO VI) should be printed after her name.
4. Authorized representative of the OIC-Schools Division Superintendent as confirmation officer should wear Barong/Filipiniana dress or business/corporate attire.
5. School Personnel (School Head/Teachers and Non-Teaching Personnel are expected to be in decent attire. Maong pants/Mini-skirt/ T-shirt and casual attire not suited to the occasion are not allowed.
6. Alternative Learning System (ALS) Completers shall be accommodated in the EOSY Rites by the elementary or secondary school **closest** to where the Community Learning Center (CLC) is located.




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JUNIOR HIGH SCHOOL CERTIFICATE OF COMPLETION



KAGAWARAN NG EDUKASYON • SYUDAD NG CATANDUANES • REPUBLIKA NG PILIPINAS



SCHOOLS DIVISION OFFICE • MANDINA CITY • SCHOOLS DIVISION OFFICE

Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education
REHIYON XXX
REGION XXX
SANGAY NG XXXXXXXX
DIVISION OF XXXXXXXX

Bookman Old Style 11
Bookman Old Style 8

Old English Text MT 14
Old English Text MT 10

Old English Text MT 16
Old English Text MT 10

Bookman Old Style 11
Bookman Old Style 8

XXXXXXXX HIGH SCHOOL
Bookman Old Style 14

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ
Learner Reference Number (LRN): xxxxxxxxxxxx
*Bookman Old Style 18
Bookman Old Style 10*

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

KATUNAYAN
CERTIFICATE

Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-___ ng ___ 2019.
Signed in XXXXXXXX, Philippines on the ___ day of ___ 2019.

XXXXXXXX
Punongguro
Principal

XXXXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

Bookman Old Style 11
Bookman Old Style 9

Bookman Old Style 11
Bookman Old Style 9

Bookman Old Style 11
Bookman Old Style 9

Bookman Old Style 12
Bookman Old Style 9




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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

SENIOR HIGH SCHOOL CERTIFICATE OF COMPLETION



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Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education
REHIYON XXX
REGION XXX
SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXX

XXXXXXXX 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
_____ 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 ___ 2019.
Signed in XXXXXXXX, Philippines on the ___ day of ___ 2019.

XXXXXXXX
Punongguro
Principal



Old English Text MT 14
Old English Text MT 10

Old English Text MT 16
Old English Text MT 10

Bookman Old Style 11
Bookman Old Style 8

Bookman Old Style 14

Bookman Old Style 11
Bookman Old Style 9

Bookman Old Style 18
Bookman Old Style 10

Bookman Old Style 11
Bookman Old Style 9

Bookman Old Style 12

Bookman Old Style 18
Bookman Old Style 11

Bookman Old Style 12
Bookman Old Style 9

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

XXXXXXXXXX
Bookman Old Style 11
Bookman Old Style 9



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REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

GRADE 6 CERTIFICATE OF COMPLETION



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 XXXXXXXX
DISTRICT OF XXXXXXXX

XXXXXX ELEMENTARY SCHOOL

Pinatunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): XXXXXXXXXXXXXXXX

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda
has satisfactorily completed the requirements of the Elementary Curriculum as prescribed

ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

**KATUNAYAN
CERTIFICATE**

Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-____ ng ____ 2019.
Signed in XXXXXXXX, Philippines on the ____ day of ____ 2019.

XXXXXXXXXX
Punongguro
Principal

XXXXXXXXXXXX
Bookman Old Style 11
Bookman Old Style 9

XXXXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

Old English Text MT 14
Old English Text MT 10

Old English Text MT 16
Old English Text MT 10

Bookman Old Style 11
Bookman Old Style 8

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TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Enclosure 7 to Division Memorandum No. 246, s. 2025

EVALUATION SHEET FOR SY 2024-2025
EOSY RITES

School: _____

District: _____

School Head: _____

Date: _____

Instructions: This tool is intended to be used by Evaluator during the conduct of EOSY Rites. Put a check mark "☑" on the appropriate column corresponding to the status of the observed area of concern. Write under Remarks the important details of the observation.

Indicators	Observed (3)	Partially Observed (2)	Not Observed (1)	Remarks
I. Program				
1. Program is organized, simple, and presentable				
2. Program is free from errors and misprints.				
3. Protocol & sequence of the numbers in the program are properly observed.				
II. Time & Organization				
4. Master of ceremonies employed brief and concise introduction before the start of the processional.				
5. Closing/Graduation Ceremonies started promptly.				
6. Duration of the program is reasonable <ul style="list-style-type: none"> • Small and medium schools -not more than 2 hours • Large and mega schools- not more than 3-4 hours 				
7. Proper decorum of participants and attendees were evident throughout the event.				
III. Flow of the Program				
8. Numbers in the program strictly followed				
9. Protocols of the speakers observed				
10. Speeches were delivered accordingly and appropriately.				
11. Speeches and presentations were relevant and engaging to the learners				
12. Graduation songs are relevant and has shown significance.				
13. The ceremony was conducted in a celebratory and memorable manner				
14. One-time distributions of awards				



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15. Master of Ceremony/ies show mastery in addressing/presenting numbers in the program throughout the event				
16. Master of Ceremony/ies are articulate and appropriate in giving descriptions, avoid of flowery adjectives.				
IV. Attire				
17. Pupils/students, teachers, parents, guests, and visitors observed proper and appropriate dress code.				
V. Orderliness				
18. The stage was set up appropriately and the backdrop enhanced the atmosphere.				
19. There were enough seats for attendees				
20. The seating is comfortable and well-arranged.				
21. Crowd properly managed.				
22. Photographers stay in designated areas/places				
23. Microphones, speakers, and screens were functioning properly. Sound is clear and audible				
24. Attendees have proper appreciation of presentations.				
25. Processional, Distribution of Certificate and Awards including recessional are well-organized				
26. Attendees have a clear view of the stage				
27. Restrooms, parking, and other amenities are easily accessible				
VI. Adherence to Policies per DO 9, s. 2023 and DO 31 s, 2019				
28. The format of the certificate of completion and diploma was in accordance to DO No. 31, s. 2019 titled <i>The Department of Education Service Marks and Visual Identity Manual</i> .				
29. Ceremonies were simple yet meaningful and conducted without excessive spending, extravagant attire, or extraordinary venue.				
30. Non-academic projects such as attendance to field trips, film showing, JS Promenade and other school events should not be imposed as requirements for graduation and completion as stipulated in DO NO. 66 s 2017 titled <i>Implementing Guidelines on the Conduct of Off-Campus Activities</i> .				
31. Guidelines on awarding of honors to learners from Grade 1 to 12 as stipulated in DO No. 36 s, 2016 titled				



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<i>Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program</i> were followed.				
32. Ceremonies were conducted in an appropriate solemn ceremony befitting the graduating learners and their families and were not used as a political forum in strict compliance with DO No. 48 s, 2018 titled <i>Prohibition of Electioneering and Partisan Political Activity</i> .				
33. No DepEd Personnel collected any kind of contribution or graduation/moving up fee.				
TOTAL				

Rating (Total Score) _____
 Adjectival Rating: _____

Rating Scale: Adjectival Rating

95-100 Excellent
 90-94 Very Satisfactory
 86-89 Satisfactory
 80-83 Fair
 76-79 Poor

General Remarks/Comments/Suggestions

 Name and Signature of Evaluator

Conformed:

 Name and Signature of School Head



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