



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres St., Davao City (8000)
Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
Website: www.depedroxi.ph

February 18, 2019

REGIONAL MEMORANDUM
No. 025, s. 2019

**AMENDMENT AND ADDITIONAL PROVISION TO REGIONAL MEMORANDUM
048, s. 2018 GUIDELINES ON THE ISSUANCE OF SPECIAL ORDER (SO) FOR
GRADUATION IN PRIVATE SENIOR HIGH SCHOOL PROGRAM)**

To: The Schools Division Superintendents
All Others Concerned

1. This Regional Office issued **Regional Memorandum 048, s. 2018 (Guidelines on the Issuance of Special Order (SO) for Graduation in Private Senior High School Program)**. However, the following paragraphs of the said Regional Memorandum are amended and shall read as follows:

3. It shall be the task of the Schools-Division Offices (SDO) to evaluate all special order applications from private schools located in their respective jurisdictions and shall create an evaluation team comprised of Senior High School focal person, Private School focal person, Education Program Supervisor representing the School Governance Division, Education Program Supervisor representing the Curriculum and Instruction Division, **Senior Education Program Specialist for Planning, concerned Public Schools District Supervisor, Chief of Curriculum and Instruction Division (CID) and Chief of School Governance Division (SGOD)**.

If the focal persons for private schools and senior high school program are education program supervisors, concerned SDO is no longer required to designate additional education program supervisors to the evaluation team.

The number of signatories of the Special Order form is hereby modified with the inclusion of the Chief of the Curriculum and Instruction Division (CID).

7. Only application which are in full compliance with requirements and are without any deficiency shall be indorsed by the concerned Schools Division Superintendent to the Office of the Regional Director, attn: Quality Assurance Division **not later than March 15 of every school year.**

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Only the special order forms are required to be submitted to the Office of the Regional Director. Documentary requirements enumerated in Paragraph No. 4 of Regional Memorandum 048, S. 2018 need not be submitted.

Special Order Form exclusive for ACADEMIC, SPORTS, ARTS and DESIGN TRACKS is attached as Special Order Form A while the Special Order Form exclusive for TVL TRACK is attached as Special Order Form B.

Under normal circumstances, approval by the Office of the Regional Director shall be ten (10) days after the said deadline.

2. For the guidance of all concerned, hereunder are the Regional Office checkers and reviewer with their corresponding areas of responsibility:

- MAFLOR J. DINGAL, Ed.D.** - Checker for 1st District Davao City, Panabo City, Mati City and Davao Oriental
- ALFEO B. INGAY, Ed.D.** - Checker for 2nd District Davao City, Tagum City, COMVAL and IGACOS
- JENIELITO S. ATILLO** - Checker for 3rd District Davao City, Davao Occidental, Davao Del Sur and Digos City
- ROY T. ENRIQUEZ, Ed.D.** - Checker for Davao Del Norte and Reviewer for all the SDOs

3. Provisions in REGIONAL MEMORANDUM 048, s. 2018 which are inconsistent with the aforementioned amendments and additional provision are rescinded while those that are not affected shall continue to be observed.

4. Immediate dissemination of and strict compliance with this Order is directed.


ATTY. ALBERTO T. ESCOBARTE, CESO III
 Regional Director

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED

Reference: RM 048, s. 2018
 To be indicated in the Perpetual Index under the following subjects:

GRADUATION PRIVATE SCHOOLS SPECIAL ORDER

By: _____
 Date: 2-19-19 Time: 9:03

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Date: _____

SPECIAL ORDER (A)
 No. _____ s. 2019

On the basis of the records submitted by (Name of School), (Address) approval of the eligibility for completion of Senior High School of the following as of (Month, Year) 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:

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

Valid for 20 students only.

The foregoing approval is valid for **(Month, Year)**. The approval for any candidate for completion of the Senior High School is automatically cancelled if he/she does not complete the full requirements of the course on the date specified and is subject to revocation if the records upon which the approval is based are later found not correct.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

(NOT VALID WITHOUT OFFICIAL SEAL, WITH ERASURES OR ALTERATION)

SF5B- SHS checked by:	<u>any member of the evaluation team</u>
SF9 - SHS checked by:	<u>any member of the evaluation team</u>
SF10- SHS checked by:	<u>any member of the evaluation team</u>
Evaluated by:	<u>Chief, School Governance Division</u>
Evaluated by:	<u>Chief, Curriculum and Instruction Division</u>
Checked by:	<u>Regional EPS In-charge of Private Schools</u>
Reviewed by:	<u>Chief, Quality Assurance Division</u>

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Date: _____

SPECIAL ORDER (B)
 No. _____ s. 2019

On the basis of the records submitted by (Name of School), (Address) approval of the eligibility for completion of Senior High School of the following as of (Month, Year) upon the successful completion of the work now being taken in the **SENIOR HIGH SCHOOL PROGRAM specifically in the TVL TRACK, STRAND, COURSES WITH SPECIFIED NUMBER OF HOURS (ex: TVL Track, Home Economics Strand, Bread and Pastry Production - 160 hours, Cookery - 320 hours and Food and Beverage Services -160 hours)** is hereby given and made a matter of record:

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

Valid for 20 students only.

The foregoing approval is valid for (Month, Year). The approval for any candidate for completion of the Senior High School is automatically cancelled if he/she does not complete the full requirements of the course on the date specified and is subject to revocation if the records upon which the approval is based are later found not correct.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

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Evaluated by:	<u>Chief, Curriculum and Instruction Division</u>
Checked by:	<u>Regional EPS In-charge of Private Schools</u>
Reviewed by:	<u>Chief, Quality Assurance Division</u>

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