



February 16, 2016

**DIVISION MEMORANDUM**  
No. 087, s. 2016

**RECHECKING AND VERIFICATION OF APPLICATIONS ON SPECIAL ORDER (SO)  
FOR GRADUATION/ COMPLETION SUBMITTED BY PRIVATE SECONDARY  
SCHOOLS**

**TO :** Assistant Superintendents  
Chief Education Program Supervisors  
Education Program Supervisors/Coordinators  
District Supervisors/OICs  
Public Secondary School Heads  
Private School Administrators, Principals and Registrars

1. Attached is Regional Memorandum No. 95 s. 2016, entitled, **RECHECKING AND VERIFICATION OF APPLICATIONS ON SPECIAL ORDER (SO) FOR GRADUATION/ COMPLETION SUBMITTED BY PRIVATE SECONDARY SCHOOLS.**
2. For the information, guidance and strict compliance of all concerned.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

Telephone Numbers:  
Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 414-7457  
Accounting Section: (032) 254-2632  
Disbursing Section: (032) 255-4401  
Admin/Legal: (032) 253-7847

Website : [www.depedcebuprovince.com](http://www.depedcebuprovince.com)  
E-mail Add: [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



February 10, 2016

REGIONAL MEMORANDUM  
No. **0095**, Series of 2016

FEB 10 2016

**RECHECKING AND VERIFICATION OF APPLICATIONS ON SPECIAL ORDER (SO) FOR GRADUATION/ COMPLETION SUBMITTED BY PRIVATE SECONDARY SCHOOLS**

To: Schools Division Superintendents/Officers-in-Charge of Schools Divisions  
Assistant Schools Division Superintendents  
School Governance and Operation Division Chiefs  
Division Supervisors/Coordinators for Private Schools  
Division Supervisors / Coordinators for Senior High School Program  
Presidents, School Principals/Administrators of Private Schools in Basic Education  
All Others Concerned

1. Effective immediately, all applications for issuance of Special Order (SO) for Graduation/Completion with supporting pertinent documents submitted by private secondary schools must be rechecked, verified and quality assured first by the **Division Checking Committee for Special Order Applications** as to completeness, correctness, authenticity, verifiability, validity and accuracy before these special order applications will be forwarded to the Regional Office.

2. The Division Checking Committee must recheck, verify and sign on the Special Order (SO) forms as to **course status of the candidates, enrollment for each grade/year level and evaluation of the supporting pertinent documents** such as certified/original copy of the student permanent record, original copy of the accomplished student evaluation form, certified/verified or original copy of the student records from a foreign country for transferees and foreign students, verified/certified or original copy of the NSO birth certificate, verified/certified or original copy of the birth certificate of a foreign country if alien, photocopy of the summer permit, list of the names of all student-recipients of certificates/diplomas recommended by the school checking committee, school registrar, administrator or principal and all other supporting documents. The list of documentary requirements for application of special order for graduation /completion is stipulated in Regional Memorandum No. 737, Series of 2015 dated December 9, 2015 in accordance with DepEd Order No. 88, Series of 2010.


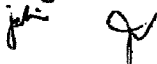
3. Schools Division Superintendents must endorse applications for Special Order (SO) for Graduation/Completion to the Regional Director when all the members of the Division Checking

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

**"EFA 2015: Kanapalan ng Lahat, Pananagutan ng Lahat"**

Committee for Special Order Applications have rechecked, verified, quality assured, signed on said SO forms and recommended for the issuance of special order for completion/graduation.

4. Education Program Supervisors and Chief of the Quality Assurance Division in the Regional Office will review all special order forms and its supporting documents before these forms will be forwarded to the Office of the Regional Director for approval.
5. Private secondary schools and division offices must indicate/accomplish clearly, completely and accurately on the Special Order for Graduation/Completion form the academic secondary course that the student will be completing (*Junior High School Education Course*) or graduating (*Senior High School Education Course*) for this School Year 2015-2016, **complete name of the candidate(s) for graduation or completion (surname, suffix, first name, and middle name), gender of the candidate(s), month and year of graduation/ completion and the number of students listed on the said form.**
6. For further information, one may call Dr. Milagros C. Gabia, Chief of the Quality Assurance Division, at telephone number (032)-231-1071.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**JULIET A. JERUTA**  
Director III  
Officer-in-Charge  
Office of the Regional Director  


References: Regional Memorandum No. 737, s. 2015 dated December 9, 2015  
DepEd Order No. 88, s. 2010 dated June 24, 2010  
JAJ/MCG/jksb  
QAD