



February 26, 2019

DIVISION MEMORANDUM
No. 035, s. 2019

TO: Assistant Schools Division Superintendent
Division Chiefs
All Private Senior High School Administrators/School Heads
All Others Concerned

SCHEDULE OF APPLICATION FOR SPECIAL ORDER OF GRADUATION

1. This Office sets the deadline of application for Special Order of Graduation for Grade 12 learners on Thursday, March 8, 2019 to provide ample time for review and submission to the Regional Office on or before Thursday, March 15, 2019.
2. Documentary requirements for application are the following:
 - a. Letter of Request
 - b. List of Qualified Graduates
 - i. Per class /section/specialization
 - ii. Boys- 1st column, numbered
 - iii. Girls- 2nd column, numbered
 - iv. Maximum of 50 students per application
 - v. Family Name, First Name, Middle Name
 - vi. Certified True and Correct by the School Head
 - c. SF10-SHS and SF10-JHS (Learner's Permanent Academic Record)
 - d. Photocopy of Birth Certificate
 - e. Form 9 (Evaluation Form) – Enclosure No. 1
 - f. Accomplished Special Order Form – Enclosure No. 2
3. Immediate dissemination and strict compliance of this Memorandum is enjoined.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

Form 9



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region III
DIVISION OF CITY SCHOOLS
 City of San Jose del Monte



School/School Address _____

SECONDARY STUDENT'S EVALUATION FORM

Surname _____ First Name _____ Middle Name _____
 LRN: _____ Sex: _____
 Date of Birth: MM/DD/YYYY _____ Place of Birth: _____
 Junior High School Course Completed at: _____ School Year: _____ Gen. Ave.: _____
 PEPT Passer Rating: _____ ALS A & E Passer Rating: _____ Others (Pls. Specify): _____
 Date of Examination/Assessment (mm/dd/yyyy): _____ Name and Address of Testing Center: _____

School: _____
 Grade Level: _____ Sem/School Year: _____
 Track/Strand: _____

Subjects	Sem Final Grade	Action Taken

GENERAL AVERAGE:

Total Number of School Days: _____ Days Present: _____
 Number of Years in School to Date: _____

School: _____
 Grade Level: _____ Sem/School Year: _____
 Track/Strand: _____

Subjects	Sem Final Grade	Action Taken

GENERAL AVERAGE:

Total Number of School Days: _____ Days Present: _____
 Number of Years in School to Date: _____

School: _____
 Grade Level: _____ Sem/School Year: _____
 Track/Strand: _____

Subjects	Sem Final Grade	Action Taken

GENERAL AVERAGE:

Total Number of School Days: _____ Days Present: _____
 Number of Years in School to Date: _____

School: _____
 Grade Level: _____ Sem/School Year: _____
 Track/Strand: _____

Subjects	3rd Quarter Grade	Action Taken

GENERAL AVERAGE:

Total Number of School Days: _____ Days Present: _____
 Number of Years in School to Date: _____

Work Immersion
 Grade Level: _____ Sem/School Year: _____
 Track/Strand: _____
 Grade: _____ No. of Hours: _____ Inclusive Dates: _____
 Work Immersion Venue: _____

I certify that this is the true record of _____, as per requirement of the Department of Education.
 He/She is eligible for Graduation on the _____ day of _____.

Noted: _____
Principal

Checked against original: _____
SDO In-Charge of Private Schools

RO, EPS In-Charge of Private Schools



DEPARTMENT OF EDUCATION REGION III
Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)



Date: _____

SPECIAL ORDER (A)

No. _____ s. _____

On the basis of the records submitted by (COMPLETE NAME OF THE SCHOOL) at (COMPLETE ADDRESS OF THE SCHOOL), City of San Jose del Monte, Bulacan, approval of the eligibility for completion of Senior High School of the following as of (GRADUATION DATE), 2019 upon the successful completion of the work now being taken in the K to 12 Basic Education Program is hereby given and made a matter of records:

Boys	Girls
1. Surname, First Name, Middle Name	10. Surname, First Name, Middle Name
2.	11.
3.	12.
4.	13.
5.	14.
6.	15.
7.	16.
8.	17.
9.	18.

Valid for (NUMBER) students only.

The foregoing approval is valid for March, 2019 (MONTH, YEAR). The approval for any candidate for completion of the Senior High School is automatically cancelled if he does not complete the full requirements of the course on the date specified and is subject to revocation if the records upon which approval is based are later found not correct.

(NOT VALID WITH ERASURES OR
ALTERATION)

For the Secretary of Education:

NICOLAS T. CAPULONG, PH.D., CESO V

Schools Division Superintendent
Officer-in-Charge
Office of the Regional Director

Enrollment checked by: _____
Form 9 checked by: _____
Verified against original: _____
Evaluated by: _____
Checked by: _____
Reviewed by: _____