



Republic of the Philippines
DEPARTMENT OF EDUCATION
Regional Office IX, Zamboanga Peninsula
Airport Road, Tiguma, Pagadian City



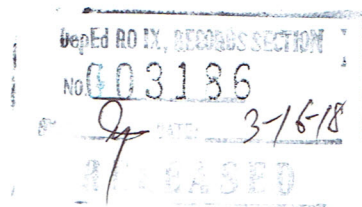
Telefax: (062)-215-3747 Tel: (062)-215-3745 Website: www.depedro9.ph

March 12, 2018

REGIONAL MEMORANDUM

No. 32 s, 2018

To: **Schools Division Superintendents**
Division Chiefs of Functional Operating Divisions
PSDS/Principals/School Heads
Other Concerns
(Public and Private Schools)
This Region



SUBJECT : **SCHOOL YEAR 2017-2018 K-12 BASIC EDUCATION PROGRAM**
END OF SCHOOL YEAR RITES

1. Attached with is DepEd Order No. 06, s. 2018 signed by **Secretary Leonor Magtolis Briones** of Department of Education dated February 15, 2018, re: **SCHOOL YEAR 2017-2018 K-12 BASIC EDUCATION PROGRAM END OF SCHOOL YEAR RITES**. The content of which is self explanatory.
2. In addition to the DepEd Memo, the Regional Office mandated the Schools Division Offices to have simultaneous Moving Up or Completion for Kindergarten and Grade 10 and Graduation Ceremonies for Grade 6 and 12 on April 2, 2018.
3. All Moving Up or Completion and Graduation Ceremonies will be conducted in their respective schools. NO related activities will be conducted in hotels to avoid any forms of collection of fees or any kinds of contributions. The regional office reiterates that graduation rites should be conducted simple but meaningful.
4. Checking of forms, clearance of teachers, preparation of supporting documents for reclassification and other related activities will be done on April 3rd, 2018.
5. All documents related to application for reclassification will be submitted on or before April 13, 2018 at the Regional office.
6. For more information and inquiries, all concerned may contact the office of the Regional Director, with telephone number (062)-215-3745 or through email address: www.depedro9.ph
7. For immediate dissemination of this memorandum is desired.

DR. ISABELITA M. BORRES, CESO III
Regional Director IV



Republic of the Philippines
Department of Education

15 FEB 2018

DepEd ORDER
No. **06**, s. 2018

**SCHOOL YEAR 2017-2018 K TO 12 BASIC EDUCATION PROGRAM
END OF SCHOOL YEAR RITES**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. For School Year (SY) 2017-2018, the Department of Education (DepEd) announces the conduct of the following **End of School Year Rites**:

Grade Level Completers	Ceremony	Proof of Completion
Kindergarten	Moving Up or Completion	Kindergarten Certificate (Enclosure No. 1)
Grade 6	Graduation	Elementary Certificate (Enclosure No. 2)
Grade 10	Moving Up or Completion	Junior High School Certificate (Enclosure No. 3)
Grade 12 learners from a. Schools with DepEd-approved K to 12 transition plan b. Schools with permit to operate Senior High School since 2014 c. International schools with K to 12 Program	Graduation	Senior High School Diploma (Enclosure No. 4)

2. The 2018 ceremonies shall focus on the theme *Mag-aaral ng K to 12: Handa sa Hamon ng Buhay* (K to 12 Learners: Ready to Face Life's Challenges). Schools, divisions, or regions may translate the theme in Mother Tongue. This theme highlights the role of K to 12 Basic Education Program in harnessing the skills and competencies of the Filipino learners to face life's challenges.

3. As announced in Enclosure No. 1 of DepEd Order (DO) No. 25, s. 2017 entitled School Calendar for School Year 2017-2018, the end of school year rites should be scheduled not earlier than **April 2, 2018** but not later than **April 6, 2018**. Schools, divisions, or regions with an extended school year will have to be guided by their approved revised school calendar.

4. **All Grade 12 learners** are required to take the **Basic Education Exit Assessment (BEEA)** which will be conducted before **April 6, 2018**. Details of the examination will be issued on a separate memorandum.

5. In line with the government's austerity program, DepEd reiterates the following policies:

- a. Graduation rites should be simple but meaningful which 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, or extraordinary venue;
- b. Moving Up or Closing Ceremonies should be simple involving only the learners, their parents and the school; and
- c. Non-academic projects such as attendance to field trips, film showing, junior-senior promenade, and other school events should not be imposed as requirements for graduation or completion.

For Public Schools only

- d. Expenses relative to the activity should be charged to the school's Maintenance and Other Operating Expenses under the 2018 Budget;
- e. Any DepEd personnel should **not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution**; and
- f. Contribution for the annual yearbook, if any, should be on a voluntary basis.

6. Use of enclosed completion certificate and diploma templates:

For private elementary and secondary schools, technical and vocational institutions (TVIs), and higher education institutions (HEIs) including state universities and colleges (SUCs) and local universities and colleges (LUCs)	The use of the enclosed completion certificate and diploma templates is optional. The signature of the school head is required, while the signature of the schools division superintendent is not required.
For public elementary and secondary schools	The use of the enclosed completion certificate and diploma templates is required .

7. Awarding of honors to learners from Grades 1 to 12 shall follow the guidelines stipulated in DO 36, s. 2016 entitled Policy Guidelines on Awards and Recognition for K to 12 Basic Education Program.

8. Further, the end of school year rites and moving up or closing ceremony should be conducted in an appropriate solemn ceremony befitting the learners and their parents, and **shall not be used as a political forum**.

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


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

As stated

References:

DepEd Order: Nos. 8 and 25, s. 2017, and 36, s. 2016

To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION
CERTIFICATE
DIPLOMA
GRADUATION
JUNIOR HIGH SCHOOL
KINDERGARTEN EDUCATION
LEARNERS
POLICY
SENIOR HIGH SCHOOL

DJP, DO School Year 2017-2018 K to 12 BEP End of School Year Rites
0125-February 8/9, 2018

SAMPLE TEMPLATE FOR KINDERGARTEN CERTIFICATE

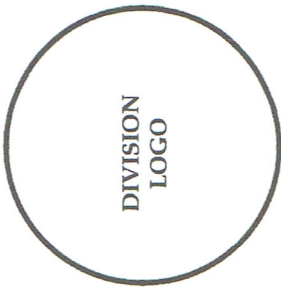


Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXX

PUROK NG XXXXXXXX
DISTRICT OF



XXXXXXX ELEMENTARY 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 Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-__ ng Abril 2018.
Signed in Xxxxxxxxxx, Philippines on the __th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



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Kagawaran ng Edukasyon
Department of Education

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXXX

PUROK NG XXXXXXX
DISTRICT OF

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxx

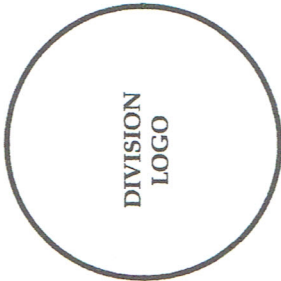
ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATIBAYAN
DIPLOMA

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-__ ng Abril 2018.
Signed in Xxxxxxxxxx, Philippines on the __th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent



SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION

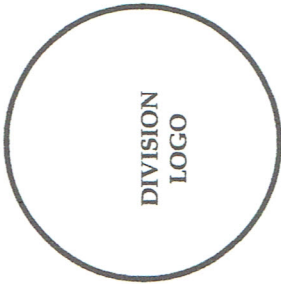


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Department of Education

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXXX



XXXXXX 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 Junior High School na itinakda para sa
has satisfactorily completed the requirements for Junior High School prescribed for
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
Secondary Schools of the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-__ ng Abril 2018.
Signed in Xxxxxxxxxx, Philippines on the __th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education

REHIYON XXX
REGION XXX
SANGAY NG XXXXXXXXXX
DIVISION OF XXXXXXXXXX

XXXXXX 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 AND STRAND

TRACK AT 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 Xxxxxxxxxx, Pilipinas nitong ika-____ ng Abril 2018.
Signed in Xxxxxxxxxx, Philippines on the ____th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

