



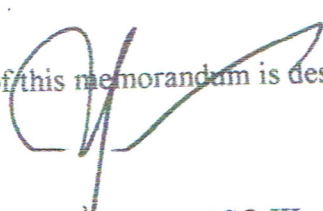
January 04, 2018

REGIONAL MEMORANDUM
NO. 2 series 2018

**ISSUANCE OF SPECIAL ORDER FOR SENIOR HIGH SCHOOLS DURING
SCHOOL YEAR 2017 – 2018**

TO: City/Schools Division Superintendents
Heads of Private SHS Implementers
All Others Concerned

1. Due to the delayed issuance of DepEd Order which will serve as the basis of the issuance of Government Recognition as a requirement for the issuance of Special Order, all Senior High School Implementers of the Non-DepEd Schools, Technical Vocational Institute (TVIs), State Universities and Colleges (SUCs) and Higher Education Institutions (HEIs) are enjoined to comply requirements for the issuance of special order for their Senior High Students later than January 31, 2018 to the division office and February 15, 2018 to the Regional Office respectively.
2. The issuance of Special Order will involve all Non-DepEd schools with Government Recognition/Permit of their Junior High School or Provisional Permit for the Senior High School Implementation in order not to prejudice graduates of the K-12 curriculum for whatever plan have after this school year.
3. All agreements that were formulated at Cecille's Pension House during the Exit Conference with the Private Schools last December 18-19, 2018 shall be held in abeyance until the time that an official memorandum will be released to this office.
4. It is requested that all schools involved shall only submit documents for the issuance of special order (please see attached requirements). All Division Private/Senior High School Coordinators are enjoined to render technical assistance to the schools particularly the TVIs and other schools to comply with the requirements.
5. A penalty shall be imposed against the responsible official of any school who shall be found violating this policy pursuant to DECS Order No. 114, s. 1991.
6. Immediate dissemination and compliance of this memorandum is desired.


DR. ISABELITA M. BORRES, CESO III
Regional Director

REQUIREMENTS FOR THE ISSUANCE OF SPECIAL ORDER

- Photo copy of the Permit to Operate/Gov't Recognition
- List of students enrolled in the SHS for SY 2017-2018
- List of Graduating Students (SHS) by sex, LRN and its total number
- Photocopy of Birth Certificate (NSO) of each SHS graduating student
- Form 9 (Enter all required data)
- Endorsement from the Division office