



January 22, 2019

REGIONAL MEMORANDUM
No. 032, s. 2019

**ADDENDUM/CORRIGENDUM TO RM # 016, S. 2019 RE: DOCUMENTARY REQUIREMENTS
FOR ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL OF THE ELIGIBILITY FOR
GRADUATION FROM SENIOR HIGH SCHOOL OF GRADE 12 LEARNERS
ENROLLED IN PRIVATE SCHOOLS/COLLEGES AND
TECHNICAL-VOCATIONAL INSTITUTIONS,
SY: 2018-2019**

To: Schools Division Superintendent
Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisor/Coordinators for Private Schools
School Heads of Private/Colleges and Technical, Vocational Institutions
This Region

1. As agreed during the Caraga Education Leaders Assembly held last October 29, 2018 in Agusan National High School participated by our M & E SDO counterparts. The Private Schools/Colleges and Technical-Vocational Institutions shall accomplished the Special Order Graduation Form (Form 9) and Accomplished Student's Evaluation Form for Senior High School. The said documents with changes on signatories can be downloaded at <https://tinyurl.com/so-2019>. The signatories of the forms in the SDOS are as follows:

SPECIAL ORDER GRADUATION FORM (FORM 9)

SF5B – SHS Checked by: EPS designated as Division SHS Coordinator

Verified against Original: Chief, CID and Chief, SGOD

ACCOMPLISHED STUDENT'S EVALUATION FORM

Checked by: EPS designated as Division SHS Coordinator

Recommending Approval: Chief, CID and Chief, SGOD

2. Wide dissemination and compliance of this Memorandum is enjoined.


FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director 

QAD/edm
01/22/2019

DCC No.

DepEd – RO13 – PAU - 001

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(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph

Republic of the Philippines
Department of Education
CARAGA REGION
J. Rosales Avenue, Butuan City,
Agusan del Norte, Philippines, 8600



Incl.: as stated

Reference: DepEd Order No. 10, s. 2018, DepEd Order No. 88, s. 2010,
DepEd Order No. 11, s. 2011, DepEd Order No. 114, s. 1991
MECS Order No. 48, s. 1986,

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

DOCUMENTS

GUIDELINES

GRADUATION

PRIVATE SCHOOLS

SPECIAL ORDER

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