



June 18, 2019

REGIONAL ORDER

No. 25, s. 2019

DOCUMENTARY REQUIREMENTS FOR THE LATE APPLICATION OF SPECIAL ORDERS FOR GRADUATION UNDER THE OLD CURRICULUM OF THE DEPARTMENT OF EDUCATION

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. The Regional Office through the Quality Assurance Division is responsible to issue special orders to schools that were issued government recognition and government permit to operate. The issuance of special order for graduation is intended for the private schools late compliance for whatever reasons as stated in the letter request.
2. The issuance of special orders shall follow the same guidelines stipulated in DepEd Order No. 88, s. 2010, or the Revised Manual of Regulations for Private Schools in Basic Education, except for the timeline of application for special orders. Thus, in Section 150 on Special Order, states that "*Special Orders shall be required for the graduation of students from the formal secondary level in private schools*".
3. In DepEd Order No. 10, s. 2018, issuance of special orders is applicable only for private schools/colleges and Technical Vocational Institutions and not for State/Local Universities and Colleges.
4. The school's application for Late Application Special Order for Graduation Form (Form 9) must be supported with the following documentary requirements:
 - a. Endorsement from the Schools Division Superintendent;
 - b. Accomplished Special Order for Graduation Form (Form 9);
 - c. Letter from the School Principal stating the reasons on the late issuance of special order for graduation;
 - d. Certified True Copy of Form 137 A (Secondary) signed by the Schools Division Superintendent;
 - e. Certified True Copy of Form 18 (Promotional Report) signed by the Schools Division Superintendent;
 - f. Photocopy of the Government Permit to Operate or Government Recognition; and
 - g. Birth Certificate (PSA/NSO)

QAD/edm
06/18/2019

DCC No.

DepEdRO13 – PAU – 001/RO/1-7-2019

Document Tracking No.

11/2019



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5. The Regional Office is standardizing its forms as ISO: 9001:2015 certified, thus, item 4.b shall be encoded in A4 size Cream Color Canon Paper, font style of Calibri, and font size of 11. The said documents shall list the name of the candidate(s) for graduation and alphabetically arranged (LAST NAME, First Name, and Middle Name) according to gender (Male and Female). It must be reproduced in three (3) copies for the school, SDO, and RO. All other supporting documents must be arranged and reproduced in one (1) copy according to the names of students listed in the Special Order for Graduation Form (Form 9).
6. The Regional Office shall process and issue the special orders for graduation or send deficiency notices not later than thirty (30) days upon receipt of the applications.
7. Schools must comply with deficiency notices within one (1) month after receipt thereof. DepEd RO shall process corrected deficiencies and issue the corresponding Special Order within fifteen (15) days after receipt thereof.
8. Schools shall release the Special Order to the students except in cases of students with financial obligations.
9. Attached herewith is the template for the Late Issuance of Special Order Graduation Form (Form 9) and can be downloaded at <https://tinyurl.com/late-specialorder>.
10. Wide dissemination and compliance of this Memorandum is enjoined.


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

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

QAD/edm
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Date

SPECIAL ORDER (A)

No. RO – XIII - _____, s. 2019
Caraga Region

On the basis of the records submitted by the **FATHER SATURNINO URIOS UNIVERSITY**, Ambangan, Libertad, Butuan City approved for the eligibility for the graduation of the following students as of **Month/Year of Graduation** is hereby granted and made a matter of records upon successful completion with the requirements of the **DepEd Curriculum upon graduation**.

Male

1. ALARCOS, Randy Marcellones
2. ALINGASA, Sean Erik Galgo
- 3.
- 4.

Female

- 5.
- 6.
- 7.
- 8.

- Valid for eight (8) students only -

The foregoing approval is valid only for Month/Year of Graduation. The approval for any one candidate for graduation is automatically cancelled if he/she does not complete the full requirements of the course on the date specified, and is subject to revocation if the records upon which the approval is based are later found not correct.

For the Secretary of Education


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

**Late Application of Special
Order for Graduation**

NOT VALID WITHOUT SEAL OR
WITH ERASURE OR ALTERATION

Enrollment Checked by: _____
SDO Designation

Checked and Evaluated by: **EDMUND D. MENDOZA, Ph.D.**
EPS, QAD

SF5B – SHS Checked by: _____
SDO Designation

Reviewed by: **EDMUND D. MENDOZA, Ph.D.**
EPS, QAD

Verified against Original: _____
Chief, CID

Chief, SGOD

Noted by: **GILBERT L. GAYRAMA, Ph.D.**
Chief, QAD

