



Republic of the Philippines
Department of Education
CARAGA REGION

April 16, 2021

REGIONAL MEMORANDUM
No. 239, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENT
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS/PRIVATE SCHOOL
COORDINATORS
SCHOOL HEADS OF PRIVATE SCHOOLS/COLLEGES/TVIs
This Region

CORRIGENDUM TO RM # 121, s. 2021 RE: DOCUMENTARY REQUIREMENTS FOR
ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL OF THE ELIGIBILITY FOR
GRADUATION FOR SENIOR HIGH SCHOOL (SHS), GRADE 12 LEARNERS
ENROLLED IN PRIVATE SCHOOLS/COLLEGES AND TECHNICAL-
VOCATIONAL INSTITUTIONS, SY: 2020-2021

1. The field is hereby informed on the change of signatory of the Chief of QAD for
Special Order Graduation (Form 9) in the Regional Office, to wit,

For the Secretary of Education

EVELYN R. FETALVERO, CESO IV
Regional Director

Checked and Evaluated by:

VIRGINIA A. SEÑA, EdD
EPS, QAD

Noted by:

MARILYN F. ANTIQUINA
Chief, QAD

2. The applications for Special Orders of Qualified Grade 12 Learners shall be
filed by the schools through the Schools Division Offices (SDOs) and endorsed to
Regional Office (RO) for evaluation/approval of the Special Order following the new
schedule found in Enclosure No. 1.

3. All other items stipulated in the Regional Memorandum No. 121, s. 2021 are
still in effect.



4. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Encls.: As stated.

Reference: Regional Memorandum No. 121, s. 2021

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

DOCUMENTS

GUIDELINES

GRADUATION

PRIVATE SCHOOLS

QAD/vas
04/16/2021

TIME SCHEDULE

ACTIVITIES	TIMELINE
1. SDO's evaluation of school's documentary requirements in Special Order.	April 1-31, 2021
2. RO deadline of school's documentary requirements for the issuance of Special orders.	May 5, 2021
3. RO evaluation/approval of schools' documentary requirements for the issuance of Special Order.	May 12-31, 2021
4. RO evaluation/approval of school's documentary requirements for the late submission of Special Orders.	June 1-14, 2021
5. RO- QAD issue letter to schools for non- compliance to DepEd Policies and Guidelines. The school shall reply to the letter sent by RO-QAD within 15 days upon receipt stating their reasons for non-compliance.	June 17-30,2021