



Department of Education  
Region III  
**DIVISION OF ANGELES CITY**  
Jesus Street, Pulungbulu, Angeles City



RELEASED

MAR 30 2017

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By   
DepEd Angeles City  
Division of City Schools

March 30, 2017

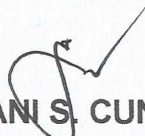

**DIVISION MEMORANDUM**

No. 123, s. 2017

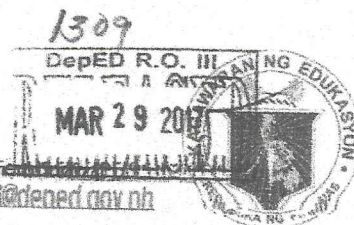
**REITERATING THE POLICIES ON THE SCHOOL YEAR 2016-2017  
END OF SCHOOL YEAR RITES**

To: Heads of Public Elementary and Secondary Schools

1. Attached are Regional Memorandum No. 42, s. 2017 and DepEd Order No. 8, s. 2017 entitled "*Reiterating the Policies on the School Year 2016-2017 End of School Year Rites*" and "*School Year 2016-2017 End of School Year Rites*", respectively.
2. Your attention is invited to Paragraphs 2 and 3 of the Regional Memorandum and Paragraph 4 (a – g) of the DepEd Order, for reference, information and strict compliance.

  
**LEILANI S. CUNANAN, CESO VI**  
Officer-in-Charge 

Office of the Schools Division Superintendent



March 27, 2017

**REGIONAL MEMORANDUM**

No. 42, s. 2017

**REITERATING THE POLICIES ON THE SCHOOL YEAR 2016-2017 END  
OF SCHOOL YEAR RITES**

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs, Regional Division Offices  
School Heads, Public Elementary and Secondary School

1. The Department of Education issued to the field Department Order No. 8, s. 2017 on February 17, 2017 to guide all DepEd Officials on the conduct of the end of school year rites.

2. Section 4.a states that:

"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"

In addition Section 4.d, e, f, and g say that:

- Expenses relative to the activity should be charged to the school Maintenance and Other Operating Expenses under the 2017 Budget;
- Any DepEd personnel should not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution;
- Parent-Teachers Association (PTA) may give donations in cash or in kind; and
- Contribution for the annual yearbook, should be on a voluntary basis.

3. In view thereof, All Schools Division Superintendents and public elementary and secondary school heads are advised to observe the following:

- 3.1 Graduation ball, graduation party and the likes are prohibited.
- 3.2 All expenses relative to the activity should be charged to school Maintenance and other Operating Expenses under the 2017 subjects; these include the hiring of chairs, sound system, toga, yearbook, ribbons, medals, diploma, programs and invitations and school projects.
- 3.3 Since completion of Junior High School is not a graduation but a moving up ceremony, wearing of toga which is usually worn by graduating pupils/students is strongly discouraged.
- 3.4 No amount of money should be collected from the parents of the graduating students.

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- 3.5 Any amount of money collected from parents or donated by parents for the moving up ceremony or graduation rites should be returned. Since expenses should be charged against School MOOE.
- 3.6 Class pictures and the likes should be left to the discretion of the parents. There should be no "school official photographer."
4. All Schools Division Superintendents and School Heads are expected to implement the policies. They shall be held accountable for any violation thereof.
5. Strict compliance to this Memorandum is enjoined.

**MALCOLM S. GARMA, CESO V**  
Director III  
Officer-In-Charge  
Office of the Regional Director

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Ref.: D.O. 8, s. 2017

ORD2/pau3



Republic of the Philippines  
**Department of Education**

DepEd ORDER  
No. **8**, s. 2017

**17 FEB 2017**

**SCHOOL YEAR 2016-2017 END OF SCHOOL YEAR RITES**

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

1. For School Year (SY) 2016-2017, the Department of Education (DepEd) announces the conduct of the following **End of School Year Rites**:

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

2. The 2017 ceremonies shall focus on the theme *Sabay-Sabay na Hakbang Tunga sa Maunlad na Kinabukasan*. This theme highlights the importance of the concerted endeavor and collaborative efforts of the stakeholders and learners in achieving the shared vision of quality, accessible, relevant, and liberating basic education for all. It emphasizes the significance of unity in forging a better and progressive future for the Filipino youth.

3. The graduation rites should be scheduled on or before **April 7, 2017**. For schools divisions or regions with an extended school year, schools will have to be guided by their approved revised school calendar.

4. In line with the government's austerity program, the Department of Education (DepEd) reiterates the following policies:

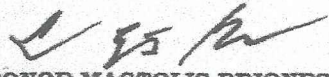
- a. Graduation rites should be simple but meaningful which encourage civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue;



- d. moving up or closing ceremonies should be simple involving only the learners, their parents and the school;
- 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;

Public Schools only

- d. Expenses relative to the activity should be charged to the school Maintenance and Other Operating Expenses under the 2017 Budget;
  - e. Any DepEd personnel should **not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution;**
  - f. Parent-Teachers Association (PTA) may give donations in cash or in kind; and
  - g. Contribution for the annual yearbook, if any, should be on a voluntary basis.
5. 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.**
6. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:

As stated

References:

DepEd Order: Nos. 7 and 15, s. 2016

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

BASIC EDUCATION  
GRADUATION  
LEARNERS  
POLICY  
SCHOOLS  
SENIOR HIGH SCHOOL

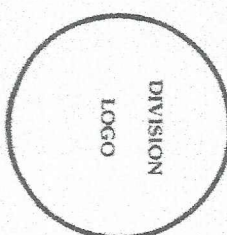
(Enclosure No. 1 to DepEd Order No. 8, s. 2017)

## SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



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

REHIYON XXX  
REGION XXX  
SANGAY NG XXXXXXXX  
DIVISION OF XXXXXXXX  
PUROK NG XXXXXX  
DISTRICT OF



DIVISION  
LOGO

### XXXXXX 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 XXXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.  
Signed in XXXXXXXX, Philippines on the 1<sup>st</sup> day of April 2016.

XXXXXXXXXX  
Punong-Guro  
Principal

XXXXXXXXXX  
Pansangay na Tagapamanihala ng mga Paaralan  
Schools Division Superintendent



(Enclosure No. 2 to DepEd Order No. 8, s. 2017)

**SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION**



Republika ng Pilipinas

Republic of the Philippines

Kagawaran ng Edukasyon

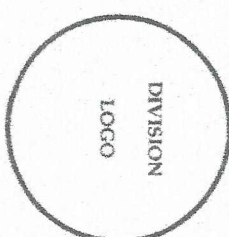
Department of Education

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 XXXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.

Signed in XXXXXXXX, Philippines on the 1<sup>st</sup> day of April 2016.

XXXXXXXXXXXX

Punong-Guro

Principal

XXXXXXXXXXXX

Pansangay na Tagapamanihala ng mga Paaralan

Schools Division Superintendent

(Enclosure No. 3 to DepEd Order No. 8, s. 2017)

**SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA**



Republika ng Pilipinas

*Republic of the Philippines*

**Kagawaran ng Edukasyon**

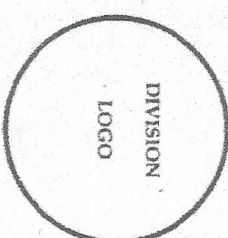
*Department of Education*

**REHIYON XXX**

*REGION XXX*

**SANGAY NG XXXXXXXXX**

*DIVISION OF XXXXXXXX*



**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**

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-1 ng Abril 2016.

*Signed in XXXXXXXX, Philippines on the 1<sup>st</sup> day of April 2016.*

XXXXXXXXXX  
Punong-Guro  
*Principal*

XXXXXXXXXX  
Pansangay na Tagapamamahala ng mga Paaralan  
*Schools Division Superintendent*

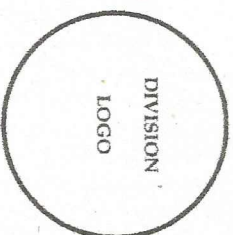


**SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA**



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

**REHIYON XXX**  
REGION XXX  
**SANGAY NG 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 Senior High School  
*has satisfactorily completed the requirements for graduation in Senior High School*

**TRACK AND 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-1 ng Abril 2016.  
*Signed in XXXXXXXXX, Philippines on the 1<sup>st</sup> day of April 2016.*

XXXXXXXXXXXX  
Punong-Guro  
Principal

XXXXXXXXXXXX  
Pansangay na Tagapamanihala ng mga Paaralan  
Schools Division Superintendent