

3. In line with the government's austerity program, 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;
- b. Moving Up or Closing Ceremonies should be simple involving only the learners, their parents and the school; and
- 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.

For Public Schools Only

- d. Expenses relative to the activity should be charged to the school's Maintenance and Other Operating Expenses under the 2018 Budget;
- e. Any DepEd personnel is **not be allowed to collect any graduation/ moving up/ closing ceremony fees or any kind of contribution;** and
- f. Contribution for the annual yearbook, if any, should be on **voluntary basis.**

4. Use of enclosed completion certificate and diploma templates:

For private elementary and secondary schools, technical and vocational institutions (TVIs), and higher education institutions (HEIs) including state universities and colleges (SUCs) and local universities and colleges (LUCs)	The use of the enclosed completion certificate and diploma templates is optional. The signature of the school head is required, while the signature of the school division superintendent is not required.
For public elementary and secondary schools	The use of the enclosed completion certificate and diploma templates is required.

5. Awarding of honors to learners from **Grades 1 to 12** shall follow the guidelines stipulated in **DO 36, s. 2016** entitled **Policy Guidelines on Awards and Recognition for K to 12 Basic Education Program.**

6. 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.**

7. Refer to the following attachments to this Memorandum for your guidance.

Enclosure 1 – Kindergarten Certificate

Enclosure 2 – Elementary

Enclosure 3 – Junior High School Certificate

Enclosure 4 – Senior High School Diploma

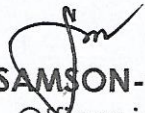
Enclosure 5 – Schedule of Graduation and Moving Up Ceremonies

Enclosure 6a – Format of Graduation -Elementary

Enclosure 6b – Format of Graduation –Senior High School

Enclosure 6b – Format of Graduation –Senior High School
Enclosure 7a – Format of Moving Up Ceremonies – Kindergarten
Enclosure 7b – Format of Moving Up Ceremonies – Grade 10
Enclosure 8 – Presentation of Candidates for Graduation
Enclosure 9 – Graduation Rites Guidelines

8. Immediate dissemination and strict compliance with this Memorandum is directed.


LEILANI SAMSON-CUNANAN, CESO VI
Officer-in-Charge 
Office of the Schools Division Superintendent

SAMPLE TEMPLATE FOR KINDERGARTEN CERTIFICATE



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

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXX

PUROK NG XXXXXXXX
DISTRICT OF

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxx

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 Xxxxxxxx, Pilipinas nitong ika-___ ng Abril 2018.
Signed in Xxxxxxxx, Philippines on the ___th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent



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 XXXXXXXXXX
DIVISION OF XXXXXXXXXX

PUROK NG XXXXXXXX
DISTRICT OF

XXXXXXX 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

KATIBAYAN

DIPLOMA

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-___ ng Abril 2018.
Signed in XXXXXXXX, Philippines on the ___ day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent



SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION

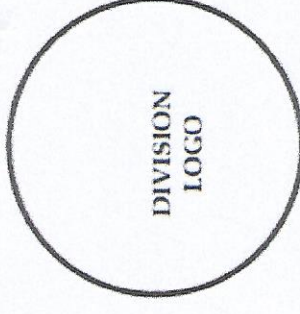


Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon

Department of Education

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXXX
DIVISION OF XXXXXXXXXX



XXXXXXX 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 pinagkalooan siya nitong
Secondary Schools of the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-__ ng Abril 2018.
Signed in Xxxxxxxx, Philippines on the __th day of April 2018.

XXXXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

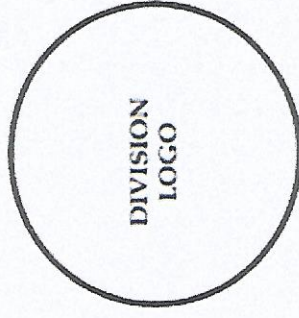
SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA



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

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXXX
DIVISION OF XXXXXXXXXX



XXXXXXXXX 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

TRACK AT 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-____ ng Abril 2018.
Signed in Xxxxxxxxxx, Philippines on the ____ day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

Tel. Nos.: (045) 322-4702/ 322-5722/ Fax No.: 887-6099/Email Add: angeles.city@depd.gov.ph

NAME	APRIL 2 (Pls. indicate the grade level and time)		APRIL 3 (Pls. indicate the grade level and time)		APRIL 4 (Pls. indicate the grade level and time)		APRIL 5 (Pls. indicate the grade level and time)		APRIL 6 (Pls. indicate the grade level and time)	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
LEILANI S. CUNANAN, CESO VI	PAMPANG ES GRADUATION GRADE 6	AMSIC ELEM GRADUATION GRADE 6	CMRICTHS MOVING UP GRADE 10	RLLMHS 3PM MOVING UP GRADE 10	EPZA REST. GRADUATION GRADE 6	ACNHS 4PM GRADUATION SHS	FGNMHS 8AM MOVING UP GRADE 10	ACNTS GRADUATION SHS	ACSCIHS GRADUATION SHS	BVRHS GRADUATION SHS
	CLEMEDES GRADUATION GRADE 6	SDIS GRADUATION GRADE 6	SALAPUNGAN GRADUATION GRADE 6	MIS MOVING UP GRADE 10	SBNHS GRADUATION SHS	AES GRADUATION GRADE 6	ACNTS MOVING UP GRADE 10	PGES GRADUATION GRADE 6	ACSRHS GRADUATION SHS	GRLLIS GRADUATION GRADE 6
LYN V. LANSANGAN	LNW GRADUATION GRADE 6	M. NEPO GRADUATION GRADE 6	STA. MARIA GRADUATION GRADE 6	AMSIC MOVING UP GRADE 10	GBES GRADUATION GRADE 6	RLLMHS SHS GRADUATION	TACONDO GRADUATION GRADE 6	ACNHS MOVING UP	SITIO TARGET GRADE 6	ACSCIHS MOVING UP GRADE 10
EDGAR MANABAT	PAMPANG GRADE 6 10AM KINER 10:30-12:00PM	E.M. GANZON GRADE VI	CUAYAN MOVING UP 8AM GRADUATION 10AM	SDIS MOVING 1PM		RLLMHS GRADE 6	FGNMHS MOVING UP W/ SDS	MOVING UP NV15 JHS	BVRHS JHS 9AM	



Department of Education
Region III

DIVISION OF ANGELES CITY

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GRADUATION SCHEDULE

Cluster CLUSTER 1

DepEd Officials In-Charge: Dr. Remedios Flores
Mr. Edgar S. Nunag

SCHOOL	APRIL 2 (Pls. indicate the grade level and time)		APRIL 3 (Pls. indicate the grade level and time)		APRIL 4 (Pls. indicate the grade level and time)		APRIL 5 (Pls. indicate the grade level and time)		APRIL 6 (Pls. indicate the grade level and time)	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
ANGELES ELEMENTARY SCHOOL		MOVING-UP KINDER 8:00 AM			SPED 8:00 AM	GRADUATION GRADE 6 4:00 PM (ASDs)				
JOSE P. DIZON ELEMENTARY SCHOOL							MOVING-UP KINDER 8:00 AM	GRADUATION GRADE 6 4:00 PM		
ABELARDO G. TINIO ELEMENTARY SCHOOL				GRADUATION GRADE 6 4:00 PM						
MINING ELEMENTARY SCHOOL			MOVING-UP KINDER 8:00 AM							
BELEN HOMESITE ELEMENTARY SCHOOL	MOVING UP AND GRADUATION KINDER GRADE 6 9:00 AM								KINDER AND GRADE 6 8:00 AM	



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GRADUATION SCHEDULE

Cluster CLUSTER 2

DepEd Officials In-Charge: Mrs. Ana Merla D. Magtoto

Mr. Emerito Nicdao/ Dr. Josephine Figueroa

SCHOOL	APRIL 2 (Pls. indicate the grade level and time)		APRIL 3 (Pls. indicate the grade level and time)		APRIL 4 (Pls. indicate the grade level and time)		APRIL 5 (Pls. indicate the grade level and time)		APRIL 6 (Pls. indicate the grade level and time)	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
CUTUD ELEMENTARY SCHOOL	MOVING UP KINDER 8:00-10:00 AM	GRADUATION GRADE 6 2:00-4:00 PM								
SAN IGNACIO ELEMENTARY SCHOOL			MOVING UP KINDER 8:00 AM	GRADUATION GRADE 6 1:00 PM						
DON AMBROCIO MENDIOLA ELEMENTARY SCHOOL					MOVING UP KINDER 8:00-10:00 AM					
					GRADUATION GRADE 6 10:30-12:00 PM					
ENRICA SANDICO ELEMENTARY SCHOOL							MOVING UP KINDER 8:00 AM			
							GRADUATION GRADE 6 10:30 PM			
GOV. RAFAEL L. LAZATIN INTEGRATED SCHOOL									MOVING UP KINDER 7:00-9:00 AM	GRADUATION AND MOVING UP GRADE 6 GRADE 10 4:00-6:00 PM (ASDS)



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GRADUATION SCHEDULE

Cluster CLUSTER 3

DepEd Officials In-Charge: Mr. Wilvenilo C. Calma
Mrs. Esperanza Malang

SCHOOL	APRIL 2 (Pls. indicate the grade level and time)		APRIL 3 (Pls. indicate the grade level and time)		APRIL 4 (Pls. indicate the grade level and time)		APRIL 5 (Pls. indicate the grade level and time)		APRIL 6 (Pls. indicate the grade level and time)	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
STO. DOMINGO INTEGRATED SCHOOL	MOVING UP KINDER 8:00 AM	GRADUATION GRADE 6 1:00 PM (ASDS)		MOVING UP (JHS) 2:00 PM (E. MANABAT)						
PULUNG BULU ELEMENTARY SCHOOL			MOVING UP KINDER 8:00 AM	GRADUATION GRADE 6 1:00 PM						
SAPALIBUTAD ELEMENTARY SCHOOL					MOVING UOP KINDER 8:00 AM	GRADUATION GRADE 6 1:00 PM				
PINEDA GUTIERREZ ELEMENTARY SCHOOL							MOVING UP KINDER 9:00 AM	GRADUATION GRADE 6 1:00 PM (ASDS)		
NORTHVILLE 15 INTEGRATED SCHOOL								MOVING UP (JHS) 2:00 PM (E. MANABAT)	MOVING UP KINDER 8:00 AM	GRADUATION GRADE 6 1:00 PM



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GRADUATION SCHEDULE

Cluster CLUSTER 4

DepEd Officials In-Charge: Dr. Agnes Manabat
Mrs. Rochella C. David

SCHOOL	APRIL 2 (Pls. indicate the grade level and time)		APRIL 3 (Pls. indicate the grade level and time)		APRIL 4 (Pls. indicate the grade level and time)		APRIL 5 (Pls. indicate the grade level and time)		APRIL 6 (Pls. indicate the grade level and time)	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
CLEMENTE N. DAYRIT ELEMENTARY SCHOOL	GRADUATION GRADE 6 8:00 AM (ASDs) MOVING UP KINDER 10:00 AM									
SALAPUNGAN ELEMENTARY SCHOOL			MOVING UP KINDER 8:00 AM GRADUATION GRADE 6 10:00 AM (ASDs)							
MARISOL BLISS ELEMENTARY SCHOOL									MOVING UP KINDER 8:00 AM GRADUATION GRADE 6 10:00 AM	
PULUNG CACUTUD ELEMENTARY SCHOOL							MOVING UP KINDER 8:00 AM GRADUATION GRADE 6 10:AM			

EPZA RESETTLEMENT
ELEMENTARY SCHOOL

MOVING UP
KINDER
8:00 AM

GRADUATION
GRADE 6
10:00 AM
(SDS)



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GRADUATION SCHEDULE

Cluster CLUSTER 5

DepEd Officials In-Charge: Mrs. Orlene Santos
Mrs. Rita Bundalian

SCHOOL	APRIL 2 (Pls. indicate the grade level and time)		APRIL 3 (Pls. indicate the grade level and time)		APRIL 4 (Pls. indicate the grade level and time)		APRIL 5 (Pls. indicate the grade level and time)		APRIL 6 (Pls. indicate the grade level and time)	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
VIRGEN DELOS REMEDIOS ELEMENTARY SCHOOL	MOVING UP KINDER 8:00 AM									
	GRADUATION GRADE 6 10:00 AM				MOVING UP KINDER 8:00 AM	GRADUATION GRADE 6 2:00 PM				
SITIO PADER ELEMENTARY SCHOOL										
STA. MARIA			GRADUATION GRADE 6 8:00 AM (CHIEF, SGOD)							
			MOVING UP KINDER 10 AM							
T. P. TINIO ELEMENTARY SCHOOL							MOVING UP KINDER 8:00 AM			
							GRADUATION GRADE 6 2:00 PM			



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GRADUATION SCHEDULE

Cluster CLUSTER 6

DepEd Officials In-Charge: Mrs. Anastacia Nimfa Aquino
Dr. Emily Sarmiento

SCHOOL	APRIL 2 (Pls. indicate the grade level and time)		APRIL 3 (Pls. indicate the grade level and time)		APRIL 4 (Pls. indicate the grade level and time)		APRIL 5 (Pls. indicate the grade level and time)		APRIL 6 (Pls. indicate the grade level and time)	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
STO. ROSARIO ELEMENTARY SCHOOL							GRADUATION GRADE 6	MOVING UP KINDER		
CUTCUT ELEMENTARY SCHOOL			MOVING UP KINDER	GRADUATION GRADE 6						
DPMHS					MOVING UP KINDER	GRADUATION GRADE 6				
LNWES	GRADUATION GRADE 6 (CHIEF, SGOD)	MOVING UP KINDER								
AGNES						MOVING UP KINDER	GRADUATION GRADE 6			
MNES	MOVING UP KINDER	GRADUATION GRADE 6 (CHIEF, SGOD)								



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GRADUATION SCHEDULE

Cluster CLUSTER 7

DepEd Officials In-Charge: Mrs. Leonida Quinto
Mr. Reynaldo Cabrera

SCHOOL	APRIL 2 (Pls. indicate the grade level and time)		APRIL 3 (Pls. indicate the grade level and time)		APRIL 4 (Pls. indicate the grade level and time)		APRIL 5 (Pls. indicate the grade level and time)		APRIL 6 (Pls. indicate the grade level and time)	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
STA. TERESITA ELEMENTARY SCHOOL					MOVING UP KINDER 9:00 AM	GRADUATION 3:00 PM				
CUAYAN ELEMENTARY SCHOOL			MOVING UP 8:00 AM GRADUATION 10 AM (E. MANABAT)							
E. M. GANZON ELEMENTARY SCHOOL	MOVING UP KINDER 9:00 AM	GRADE 6 GRADUATION 1:00 PM (E. MANABAT)								
AIR FORCE CITY ELEMENTARY SCHOOL							MOVING UP 8:00 AM GRADUATION 10 AM			
ABELARDO G. PABALAN ELEMENTARY SCHOOL					MOVING UP 8:00 AM GRADUATION 10:00 AM					



Department of Education
Region III
DIVISION OF ANGELES CITY
Jesus Street, Pulungbulu, Angeles City 2009
Tel. Nos.: (045) 322-4702/ 322-5722/ Fax No.: 887-6099/Email Add: angeles.city@deped.gov.ph



GRADUATION SCHEDULE

Cluster CLUSTER 8

DepEd Officials In-Charge: Mr. Cezar Hernandez
Mr. Ramil Dacanay

SCHOOL	APRIL 2 (Pls. indicate the grade level and time)		APRIL 3 (Pls. indicate the grade level and time)		APRIL 4 (Pls. indicate the grade level and time)		APRIL 5 (Pls. indicate the grade level and time)		APRIL 6 (Pls. indicate the grade level and time)	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
GUECO BALIBAGO ELEMENTARY SCHOOL			MOVING UP KINDER 1 st Batch 7:30 -10:30 AM 2 nd Batch 1:30 -4:30 PM		GRADUATION GRADE 6 8:00 10:00 AM (CHIEF, SGOD)					
TACONDO ELEMENTARY SCHOOL							MOVING UP KINDER 7:30-9:00 AM GRADUATION GRADE 6 10:00-12:00AM (CHIEF, SGOD)			
PAMPANG ELEMENTARY SCHOOL	GRADUATION GRADE 6 7:30-10:00 AM (SDS) MOVING UP KINDER 10:30-12:00 PM									
SAPANGBATO ELEMENTARY SCHOOL			GRADUATION GRADE 6 8:00-10:00 AM		MOVING UP KINDER 8:00-9:30 AM					
SITIO TARGET ELEMENTARY SCHOOL									MOVING UP KINDER 8:00-8:00-9:30 AM (SGOD, CHIEF) GRADUATION GRADE 6 10:00-11:00	



Department of Education
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DIVISION OF ANGELES CITY

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GRADUATION SCHEDULE

Cluster CLUSTER 9

DepEd Officials In-Charge: Mr. Amando Yutuc

Dr. Lourdes Dela Cruz

SCHOOL	APRIL 2 (Pls. indicate the grade level and time)		APRIL 3 (Pls. indicate the grade level and time)		APRIL 4 (Pls. indicate the grade level and time)		APRIL 5 (Pls. indicate the grade level and time)		APRIL 6 (Pls. indicate the grade level and time)	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
FRANCISCO G. NEPOMUCENO MEMORIAL HIGH SCHOOL							MOVING UP (E. MANABAT AND SDS)			
ANGELES CITY TRADE SCHOOL							MOVING UP GRADE 10 ASDS	GRADUATION SHS (SDS)		
ANGELES CITY SCIENCE HIGH SCHOOL									GRADUATION SHS (SDS)	MOVING UP (CHIEF, SGOD)
CLARO M. RECTO ICT HIGH SCHOOL										
AMSIC INTEGRATED SCHOOL	MOVING UP KINDER	GRADUATION GRADE 6 (SDS)		MOVING UP GRADE 10 (CHIEF, SGOD)						
RAFAEL L. LAZATIN MEMORIAL HIGH SCHOOL (ANNEX)							MOVING UP GRADE 10 (E. MANABAT)			



Department of Education
Region III
DIVISION OF ANGELES CITY
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GRADUATION SCHEDULE

Cluster CLUSTER 10

DepEd Officials In-Charge: Dr. Roger Nuqui
Mrs. Gemima Estrabillo

SCHOOL	APRIL 2 (Pls. indicate the grade level and time)		APRIL 3 (Pls. indicate the grade level and time)		APRIL 4 (Pls. indicate the grade level and time)		APRIL 5 (Pls. indicate the grade level and time)		APRIL 6 (Pls. indicate the grade level and time)	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
ANGELES CITY NATIONAL HIGH SCHOOL						SHS 4:00 PM		MOVING UP JHS 4:00 PM	MOVING UP JHS 8:00 AM	
SAPANGBATO NATIONAL HIGH SCHOOL					GRADUATION SHS 8:00 AM		MOVING UP JHS 8:00 AM			
MALABANIAS INTEGRATED SCHOOL			MOVING UP KINDER 8AM	GRADUATION GRADE 6 1:00 PM MOVING UP JHS 3:00 PM						
ANGELES CITY SENIOR HIGH SCHOOL									GRADUATION SHS 8:00 AM	
BONIFACIO V. ROMERO HIGH SCHOOL									MOVING UP JHS 9:00 AM	GRADUATION SHS 3:00 PM
RAFAEL L. LAZATIN MEMORIAL HIGH SCHOOL				MOVING UP JHS 3:30 PM		GRADUATION SHS 1:00 PM				

(ELEMENTARY)

- To be represented by (if SDS is being represented)
Name and Position of the Representative

*** DepEd Order No.36 s.2016 –Item IV, last paragraph p.13

The AC, together with the school head, shall determine roles and assign tasks to the awardees (e.g., delivery of graduation speech, batch history) for the graduation or school-awarding ceremony.

**SUGGESTED FORMAT OF THE GRADUATION PROGRAMME
(SENIOR HIGH SCHOOL)**

- I. **Processional** ----- Honor Student, Candidates for Graduation,
Parents, Honor Students, Faculty
Members, Department Heads, MPTA
Officers, SH, PSDS, EPPS, ASDS, SDS, Guest
Speaker
- II. **Entrance of Colors** -----
- III. **Singing of the National Anthem**
- IV. **Invocation**
- V. **Singing of DepEd Angeles City Hymn and
Kapampangan Hymn**
- VI. **Welcome Remarks** ----- ***The Award Committee & SH may assign who
among the Awardees will do the task
- VII. **Graduation Song** ----- Candidates for Graduation
- VIII. **Introduction of the Guest Speaker (if any)** ----- School Head
- IX. **Message of the Guest Speaker** ----- Name of the Guest Speaker
- X. **Presentation of Candidates for Graduation** ---- School Head
- XI. **Confirmation and Message** -----Ms. Leilani Samsom-Cunanan,CESO V
Schools Division Superintendent

To be represented by (if SDS is being represented)
Name and Position of the Representative
- XII. **Distribution of Diploma** ----- SH,PSDS,EPS,ASDS,SDS
- XIII. **Graduation Message/Address** ----- ***The Award Committee & SH may assign who
among the Awardees will do the task
- XIV. **Class Pledge** -----***The Award Committee & SH may assign who
among the Awardees will do the task
- XV. **Closing Song (School Hymn or inspirational song)**
- XVI. **Exit of Colors**
- XVII. **Recessional** ----- Guest Speaker,SDS,ASDS,PSDS,EPS,SH
Fac. Members,PTA and Parents,Graduates
Honor Pupils

KINDERGARTEN COMPLETION CEREMONIES PROGRAMME

Theme: "Mag aral ng K to 12: Handa sa Hamon ng Buhay "

- I. ProcessionalCompleters, Parents of Awardee,
Faculty and School Head EPS,
PSDS, SDS, (Guest Speaker)
- II. Entrance of ColorsBSP/GSP
- III. Singing of Philippines National Anthem.....Teacher - Conductor
- IV. Invocation(Politeness/ courtesy awardee)
(Optional)
- V. Singing of DepEd Angeles City Hymn
- VI. Welcome Remarks (Communication/ Self-Expression
awardee)
- VII. Introduction of the Guest Speaker (if any)SH
- VIII. Message of the Guest Speaker (Guest Speaker) EPS/PSDS
(Optional)
- IX. Distribution of Certificates and Awards Leilani S. Cunanan, CESO VI
OIC-Schools Division Superintendent
SH, Kindergarten Teacher
- X. Completion Song " Kahit Musmos ay may munting
Pangarap" (recommended) or any
inspirational song Kindergarten
Completers
- XI. Words of Gratitude(Leadership awardee) (Optional)
- XII. Closing Song/ School Hymn(Optional)
- XIII. Exit of ColorsBSP/GSP
- XIV. Recessional SDS, (Guest Speaker), EPS, PSDS,
SH, Faculty, Parents of awardee,
completers

GRADE 10 MOVING UP CEREMONIES PROGRAMME

I.	Processional	-
II.	Entrance of Colors	-
III.	Singing of National Anthem	-
IV.	Prayer	-
V.	Singing of DepEd Angeles City Hymn	-
VI.	Welcome Address	-
VII.	Introduction of the Guest Speaker (if any)	-
VIII.	Message of the Guest Speaker	-
IX.	Distribution of Certificates of Completion and Awards	-
X.	Moving-Up Ceremony Song (optional)	-
XI.	Words of Gratitude	-
XII.	Closing Song/School Hymn (optional)	-
XIII.	Exit of Colors	-
XIV.	Recessional	-

**PRESENTATION OF CANDIDATES FOR GRADUATION
(ELEMENTARY)**

Madam, I have the honor to present the _____ candidates for graduation, _____ boys and _____ girls. These candidates have satisfactorily completed all the requirements for Elementary Schools as prescribed in the Enhanced Basic Education Curriculum of the Department of Education. Madam, the candidates for graduation.

PRESENTATION OF CANDIDATES FOR GRADUATION

Madam, I have the honor to present the _____ candidates for graduation, _____ boys and _____ girls. These candidates have satisfactorily completed all the requirements for graduation in Senior High School as prescribed in the Enhanced Basic Education Curriculum for K to 12 of the Department of Education, Madam, the candidates for graduation.

I. Graduation Theme

II. Program

1. Processional
 - The EMCEE should introduce the persons entering the venue in this order;
 - Honor pupils/students, Candidates for graduation, parents of the honor pupils, faculty members, Schools Head, PSDS, EPS, ASDS, Guest Speaker
2. Entrance of Colors
 - Right – Philippines flag (No tattered or badly-faded flag should be allowed to fly in any school or office)
 - Left – School Flag
 - The flag bearers should practice the entrance of colors
3. National Anthem
 - As per DepEd Order No. 83, s. 2007 (Strengthening Respect and Alliance to the Philippine Flag in All Schools), the actual singing of the National Anthem during the flag raising and retreat must not be replaced by canned music.
4. Doxology/Invocation
 - If Doxology – everybody should sing
 - If Invocation – check the prayer
5. Singing of the DepEd Kapampangan Hymn
 - Practice the Students
6. Salutation/Welcome Address
 - There's nothing wrong in reading the script
 - Practice the Honor Pupil/Student
7. Graduation Song
 - Choose meaningful song appropriate to the occasion
8. Introduction of the Guest Speaker
9. Message of the Guest Speaker
 - Give the framed Certificate of Recognition/Appreciation after the message
 - Inform speaker to wear dress appropriate for the occasion
 - Speech should inspire the candidates for graduation
10. Presentation of Candidates for Graduation
11. Confirmation and Message by the Superintendent
 - If the Superintendent had said her speech already, nobody should speak anymore
12. Distribution of Certificates
 - Diploma of the graduates
 - Advisers of each grade should be near the stage
 - First name should be called (Ex. Juan L. Dela Cruz)

- Diploma may be distributed by the Head Teacher/School Head, PSDS, EPS, ASDS, SDS
 - Medals can be distributed by the SDS/her ES 1 representative/ PTA President
 - Strategize to smoothly facilitate the awarding of Certificates and Medals to Honor Student
13. Graduation Message/Address
 - Theme should be the focus of the pupil's/student's speech
 - Speech can be read by the pupil. Practice the pupil on how to deliver the speech
 14. Class Pledge
 - Should be recited in unison; For Secondary, pledge to the alumni association should be recited the unison; if oath of office to the alumni association, it should be "Repeat after me..."
 15. Closing Song
 - It could be the School Hymn
 16. Exit of Colors
 17. Recessional
 - Recessional should follow after the exit colors
 - Order of Exit – Guest Speaker SDS/ her 1 representative, PSDS, School Head, Faculty Members, Honor Pupils, Parents of honor pupils, Graduates

III. Other Reminders

1. EMCEE should strictly follow the program; no ad libs
2. Stage preparation
 - 2 microphones with stand
 - 1 teacher assigned to the amplifier
 - Rostrum – put runner or white cloth (optional)
3. Medals and Certificates should be arranged according to the sequence of the graduating pupils/awardee/students
4. EMCEE should be provided with bottled water
5. Speaker should be given bottled water
6. No eating while on stage
7. Stage decoration – simple but elegant
8. Persons on the stage – DO – DepEd Officials, School Head, PTA President, Guest Speaker. EMCEE
9. Back Drop
 - Graduation Ceremonies (for Grade 6 and Grade 12)
 - Moving-Up Ceremonies (for Grade 10)