
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM		Name of Office: OSDS-SDS

DIVISION MEMORANDUM

No. 70 S. 2019

February 26, 2019

RELEASED

SCHEDULE OF APPLICATION FOR SPECIAL ORDER OF GRADUATION (GRADE 12) FOR THE SCHOOL YEAR 2018-2019

By [Signature]
DepEd Angeles City
Division Office

TO: **Private Secondary School Heads**

- Pursuant to Regional Advisory No. 59, s.2019 entitled "Schedule of Application for Special Order of Graduation (Grade 12)", this Division sets the schedule for the submission of Special Order (SO) application on or before March 6, 2019 (Wednesday). This is in line with the deadline of the Regional Office on March 15, 2019, to facilitate the schedule of QAD activities regarding SHS on-site validation for Government Recognition, QA-ME Activities, and QMs Sustainability Activities for 2019 2nd Surveillance Audit.
- Applicant-schools are expected to conduct a school-based reading of forms to ensure correct and accurate data and information on the documentary requirements before the submission of application.
- No application shall be processed and issued SO after the deadline.
- Below is the list of SO requirements:
 - Endorsement Letter
 - List of Qualified Graduates (per track/strand/section)
 - Accomplished Special Order Form
 - Original Form 137-A (SHS Student Permanent Record)
 - Form IX (SHS Graduation Form)
 - Original Form 137-A (JHS Student Permanent Record)
 - Birth Certificate (PSA)
- Wide dissemination of and strict compliance with this Memorandum is earnestly desired.

/SEPS/SMM&E/SGOD

LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent

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