

## Republic of the Philippines Department of Education REGION VIII SCHOOLS DIVISION OF NORTHERN SAMAR

April 29, 2024

DIVISION MEMORANDUM No.\_\_\_\_\_\_\_\_, s. 2024

## REITERATION OF DEPARTMENT OF EDUCATION'S POLICIES IN THE CONDUCT OF END-OF-SCHOOL-YEAR RITES AND OTHER UPDATES

To: Assistant Schools Division Superintendent

SGOD and OIC CID Chiefs

**Education Program Supervisors** 

District Heads

Elementary and Secondary School Heads

- 5. The Division of Northern Samar issues this Memorandum to reiterate policies and guidelines in the conduct of End-of-School-Year (EOSY) Rites to guide both public and private elementary and secondary schools in the entire Division for this School Year 2023-2024.
- 6. As stipulated in DepEd Order No. 003, s. 2024, entitled *Amendment to DepEd Order No. 022*, s. 2023, the school year shall formally end on May 31, 2024, Friday. The EOSY Rites shall be conducted from May 29-31, 2024.
- 7. The School Awards Committee shall deliberate on awards and recognition not later than three calendar days before the EOSY Rites for the following: (a) learners who will receive recognition and awards, and (b) learners who are candidates for graduation.
- 8. All schools shall implement the annual full face-to-face conduct of the following **K to 12 Basic Education Program End-of-School-Year (EOSY) Rites:**

Grade Level Completers	Completers	Proof of Completion		
Kindergarten	Moving Up	Kindergarten Certificate		
Grade 6	Graduation	Elementary Certificate		
Grade 10	Moving Up	Junior High School Certificate		
Grade 12 learners from:  a. Schools with DepEd approved K to 12 transition plans		Senior High School Diploma		
<ul> <li>b. Schools with permit to operate Senior High School since 2014</li> </ul>				
<ul> <li>c. International schools with K to 12 Program</li> </ul>	- S- 1			

Website: https://depednsamar.ph



# Republic of the Philippines Department of Education REGION VIII SCHOOLS DIVISION OF NORTHERN SAMAR

- 5. In the annual conduct of full in-person EOSY Rites, observance of physical distancing shall no longer be mandatory. The wearing of a face mask during the ceremonies is not required and shall be left to the discretion of the learners and their parents.
- 6. The theme for this year's ceremonies shall be published in a separate Division Memorandum upon its release by the Central Office.
- 7. The Division reiterates the following DepEd policies:
  - a. Graduation and Moving Up Ceremonies should be simple yet meaningful. While these rites mark a milestone in the lives of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venues.
  - b. Non-academic projects articulated in DO No. 66, s. 2017, entitled *Implementing Guidelines on the Conduct of Off-Campus Activities* such as attendance to field trips, film showing, JS Promenade and other school events should not be imposed as requirements for graduation or completion.
  - c. The format of the certificate of completion and diploma and other communication must be per enclosure No. 1, pages 42-46, of DO No. 31, s. 2019, entitled The Department of Education Service Marks and Visual Identity Manual.
  - d. 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 template is optional. The signature of the school head is required, while the signature of the Schools Division Superintendent is not required. For public elementary and secondary schools, the use of the cited completion certificate and diploma templates is required.
  - e. Guidelines on awarding of honors to learners from Grades 1 to 12 as stipulated in DO No. 36, 2016, entitled **Policy Guidelines on Awards and Recognition** for the K to 12 Basic Education Program shall be followed.
  - f. Moving Up or graduation rites shall be conducted in an appropriate solemn ceremony befitting the graduating students and their family and shall not be used as a political forum, in strict compliance with DO No. 48, s. 2018, entitled **Prohibition of Electioneering and Partisan Political Activity.**
  - **g.** No DepEd personnel shall be allowed to collect any kind of contribution or graduation/moving up fee.
- 8. Casual or formal wear, or school uniform, shall remain as the recommended moving up/graduation attire. Toga or sablay is allowed to be worn as an additional garb for senior high school. Only Grade 6 and Grade 12 learners can use toga as their graduation attire.



# Republic of the Philippines Department of Education REGION VIII SCHOOLS DIVISION OF NORTHERN SAMAR

- 9. Schools are required to start with the checking of EOSY forms such as Permanent Records and to correct data on the spelling of names, LRN, and birthdays of students. The school can create a committee for the checking of forms to be validated by the Education Program Supervisor-Adopters and the District Heads. Internal arrangements, among school heads, district heads, and EPSs, as to the date and venue of checking are encouraged.
- 10. The printing of certificates and diplomas can be done after the initial checking of forms. The EPS-adopter shall countersign on the lower right side while the District Head shall countersign on the lower left side of the Schools Division Superintendent's name.
- 11. The documentary stamp and the school seal shall be placed on the left side of the certificate/diploma just above the name of the school head. Documentary stamps are not required for Kindergarten certificates.
- 12. All public schools are mandated to distribute the original diploma to the completers or graduating students during the Moving Up or Graduation.
- 13. For uniformity, all public schools shall use **MOVING UP EXERCISES** for Kindergarten and Grade 10, and **GRADUATION CEREMONY** for Grade 6 and Grade 12.
- 14. Expenses relative to the conduct of Moving Up or Graduation shall be charged against the school MOOE subject to the usual accounting and auditing rules and regulations. For the Alternative Learning System (ALS), expenses to be incurred for the conduct of the activity may be charged to the ALS Program Support Fund.

15. Immediate dissemination of and compliance with this Memorandum is highly expected.

GAUDENCIO C. ALJIBE JR., PhD, CESO VI OIC-Schools Division Superintendent

> DepEd Northern Samar RELEASED

By: (2)

Website: https://depednsamar.ph

Date: 4-20-4

## CERTIFICATE

DepEd shall issue certificates to ascertain personnel attendance at or participation in official activities. The vertical format should be used when the certificate is issued by the Department alone.

The certificates shall have the official seal at the center. Below the seal is the *Republic of the Philippines* and the *Department of Education*. Size will vary depending on the size of paper used.



#### Republic of the Philippines Department of Education

DepEd Complex, Meralco Avenue, Pasig City

### Certificate of Appreciation

This certificate is awarded to

in recognition of her meritorious role during the launching of the Senior High School Program of the Department of Education

Given at the Bulwagan ng Karunungan, Department of Education, DepEd Complex, Pasig City on April 2019.

#### JUAN DELA CRUZ

Secretary



#### Republic of the Philippines

Department of Education

Schools Division Office of Caloocan City 10th Ave., Kalookan HS, Caloocan City

### Certificate of Participation

This certificate is presented to

	for her participation dur	ing the	(event)	
_	(held where)	(time)	from March 5 to 10	, 2019
	Given at the	(venue)		

26th day of March 2019.

JUAN DELA CRUZ

Assistant Schools Division Superintendent

FRANCISCO BALTAZAR Schools Division Superintendent Appreciation, Participation and Appearance



#### Republic of the Philippines Department of Education

DepEd Region II-Cagayan Valley Carig, Tuguegarao City, Cagayan

### Certificate of Appearance

attended the			
	_ held	at	the
			on

#### JUAN DELA CRUZ

Regional Director Region II-Cagayan Valley

The Service Marks and Visual Identity Manual sets the standard for the placement of the seal and logo. DepEd may use the contents of the certificates.

## Kindergarten and Grade 6 **Certificates of Completion**



Republika na Dilipinas Republic of the Philippines

Old English Text MT 14 Old English Text MT 10

Kagawaran ng Edukaspon Department of Concation

Old English Text MT 10

REHIYON XXX REGION XXX

Bookman Old Style 11 Bookman Old Style 8

Bookman Old Style 11 Bookman Old Style 8

SANGAY NG XXXXXXXX DIVISION OF XXXXXXX

PUROK NG XXXXXX DISTRICT OF XXXXXXX

Bookman Old Style 11 Bookman Old Style 8

XXXXXX ELEMENTARY SCHOOL Bookman Old Style 14

Pinatutunavan nito na si This certifies that

Bookman Old Style 11 Bookman Old Style 9

#### JUAN A. DELA CRUZ

Learner Reference Number (LRN): XXXXXXXXXXXXX

Bookman Old Style 18 Bookman Old Style 10

sivang nakatupad sa mga kinakailangan sa Kurikulum ng Kindergarten na itinakda has satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed

ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong by the Department of Education and is therefore awarded this

#### KATUNAYAN CERTIFICATE

Bookman Old Style 18 Bookman Old Style 11

Nilagdaan sa Xxxxxxxx, Pilipinas nitong ika-\_\_ ng \_ Signed in Xxxxxxxx, Philippines on the \_\_\_\_ day of \_\_\_\_ 2019.

Bookman Old Style 12 Bookman Old Style 9

Bookman Old Style 11

Bookman Old Style 9

man Old Style II man Old Style 9 Bookman Old Style 11 Bookman Old Style 9

#### XXXXXXXXXX

Pansangay na Tagapamanihala ng mga Paaralan Schools Division Superintendent



Reference: Enclosure Nos. 1 and 2 to DepEd Order No. 2, s. 2019

## Junior High School Certificate of Completion



Reference: Enclosure No. 3 to

DepEd Order No. 2, s. 2019

## Senior High School Diploma

Republika ng Pilipinas Old English Text MT 14

Sepublic of the Philippinas Old English Text MT 10 Republic of the Philippines Kagawaran ng Edukaspon Old English Text MT 16 Old English Text MT 10 Department of Concation REHIYON XXX Bookman Old Style 11 REGION XXX Bookman Old Style 8 Bookman Old Style 11 SANGAY NG XXXXXXXX Bookman Old Style 8 DIVISION OF XXXXXXX XXXXXX HIGH SCHOOL Bookman Old Style 14 Pinatutunayan nito na si Bookman Old Style 9 This certifies that JUAN A. DELA CRUZ Bookman Old Style 18 Bookman Old Style 10 Learner Reference Number (LRN): xxxxxxxxxx ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School Bookman Old Style 11 Bookman Old Style 9 has satisfactorily completed the requirements for graduation in Senior High School TRACK Bookman Old Style 12 STRAND na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong Bookman Old Style 11 prescribed for Secondary Schools of the Department of Education and is therefore awarded this Bookman Old Style 9 KATIBAYAN Bookman Old Style 18 DIPLOMA Nilagdaan sa Xxxxxxxx, Pilipinas nitong ika-\_\_ ng \_\_\_\_ 2019. Bookman Old Style 12 Signed in Xxxxxxxx, Philippines on the \_\_\_\_ day of \_\_\_\_ 2019. Bookman Old Style 9 XXXXXXXXXXXX Bookman Old Style 11 Bookman Old Style 11 Punongguro Bookman Old Style 9 Pansangay na Tagapamanihala ng mga Paaralan Schools Division Superintendent Bookman Old Style 9

Reference: Enclosure No. 4 to DepEd Order No. 2, s. 2019