



Republic of the Philippines
Department of Education
REGION VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

April 29, 2024

DIVISION MEMORANDUM

No. 138, 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 b. Schools with permit to operate Senior High School since 2014 c. International schools with K to 12 Program	Graduation	Senior High School Diploma



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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.

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 during 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



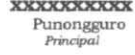
Certificate of Appearance

This is to certify that Mr./Ms. _____ of
 _____ attended the _____
 _____ held at the _____ on
 _____ month/ date/ year.

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 ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education
REHIYON XXX
REGION XXX
SANGAY NG XXXXXXXX
DIVISION OF XXXXXXXX
PUROK NG XXXXXXXX
DISTRICT OF XXXXXXXX
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 Kurikulum ng Elementarya na itinakda
has satisfactorily completed the requirements of the Elementary Curriculum 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 ____ 2019.
Signed in XXXXXXXX, Philippines on the __ day of ____ 2019.

 Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

 Punongguro
Principal


 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 XXXXXXXX
DISTRICT OF XXXXXXXX
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 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
 Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-__ ng ____ 2019.
Signed in XXXXXXXX, Philippines on the __ day of ____ 2019.

 Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent


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

Senior High School Diploma

The diploma form includes the following text and fields:

- Top Left:** Seal of the Department of Education, Republic of the Philippines.
- Top Center:**

Republika ng Pilipinas
Republic of the Philippines
 Kagawaran ng Edukasyon
Department of Education
 REHIYON XXX
REGION XXX
 SANGAY NG XXXXXXXX
DIVISION OF XXXXXX
 XXXXXX HIGH SCHOOL
- Top Right:** Seal of the Department of Education, Division of Iloilo.
- Fields:**
 - Old English Text MT 14, Old English Text MT 10
 - Old English Text MT 16, Old English Text MT 10
 - Bookman Old Style 11, Bookman Old Style 8
 - Bookman Old Style 11, Bookman Old Style 8
 - Bookman Old Style 14
 - Bookman Old Style 11, Bookman Old Style 9
 - Bookman Old Style 18, Bookman Old Style 10
 - Bookman Old Style 11, Bookman Old Style 9
 - Bookman Old Style 12
 - Bookman Old Style 11, Bookman Old Style 9
 - Bookman Old Style 18, Bookman Old Style 11
 - Bookman Old Style 12, Bookman Old Style 9
 - Bookman Old Style 11, Bookman Old Style 9
 - Bookman Old Style 11, Bookman Old Style 9
- Text:**

Pinatutunayan nito na si
This certifies that
JUAN A. DELA CRUZ
 Learner Reference Number (LRN): XXXXXXXXXX
 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
 _____ 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 XXXXXXXX, Pilipinas nitong ika-___ ng ___ 2019.
Signed in XXXXXXXX, Philippines on the ___ day of ___ 2019.
- Signatures:**
 - XXXXXXXXXX Punongguro / Principal
 - XXXXXXXXXX Pansangay na Tagapamanihala ng mga Paaralan / Schools Division Superintendent

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