



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

May 6, 2024

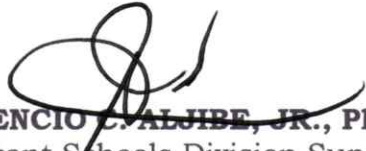
DIVISION MEMORANDUM

No. 146 s. 2024

CHECKING OF DOCUMENTS PRIOR TO THE ISSUANCE OF THE SPECIAL ORDER FOR GRADUATION OF PRIVATE SCHOOL LEARNERS

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
EPSs/PSDSs/PICs
School Heads of the Private Schools
All Others Concerned

1. This office, through the School Management Monitoring and Evaluation (SMME) section shall conduct the checking of documents prior to the issuance of the special order for graduation of private school learners on **May 7-15, 2024 at SMME Office, Schools Division Office, Catarman.**
2. Private school Administrator/School Heads shall prepare and submit the following documents to be checked and indorsed to the Regional Office:
 - a. Letter request of school duly signed by the school head;
 - b. List of learners eligible for issuance of Special Order by school in soft and hard copies with accurate names and LRN;
 - c. Evaluated School Form 5B-SHS List of Learners with Complete SHS Requirements; and
 - d. School Form 6-SHS (Summarized Report of Learners Status as of End of Semester and School Year for SHS.
3. Immediate dissemination and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR., PhD, CESO VI
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Officer-in-Charge
Office of the Schools Division Superintendent



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RELEASED

By: 

Date: 5-7-2024