



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

March 4, 2025

DIVISION MEMORANDUM

No. *081* s. 2025

ISSUANCE OF THE SPECIAL ORDER FOR GRADUATION OF PRIVATE SCHOOL LEARNERS FOR THE SY: 2024-2025

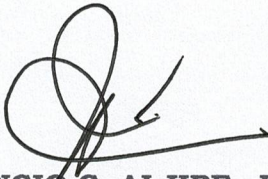
To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
EPSs/PSDSs/PICs
School Heads of the Private Schools
All Others Concerned

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 for the school year 2024-2025 on **March 17-21, 2025 at SMME Office, Schools Division Office, Catarman.**
2. Private school Administrators/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 the issuance of a Special Order in both soft and hard copies, ensuring that names and LRNs are accurate. A template for the list of candidates for graduating students will be provided via the group chat.
 - c. **School Form 5B-SHS**, which contains the list of learners who have completed all Senior High School requirements, in both soft and hard copies.; and
 - d. **School Form 6-SHS**, which contains summarized Report of Learners Status as of End of Semester and School Year for SHS, in both soft and hard copies.
3. The electronic copy of the list of learners eligible for the issuance of a Special Order and School Form 5B-SHS shall be submitted via email to merlita.fajardo@deped.gov.ph with copies furnished to reynel.ignacio@deped.gov.ph and sheryl.calimlim@deped.gov.ph.


5. Bellow is the composition of document checkers:

- a. Merlita B. Fajardo - Chairman
- B. Reynel M. Ignacio - Member
- C. Sheryl Ann V. Calimlim - Member

4. Immediate dissemination and compliance with this Memorandum are desired.


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

DepEd Northern Samar
RELEASED

By: 
Date: **MAR 04 2025**