



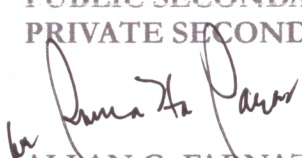
Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**  
Zone 3, Poblacion, El Salvador City  
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**DIVISION ADVISORY**

No. 089 s, 2017

**To:** PUBLIC ELEMENTARY SCHOOL HEADS  
PRIVATE ELEMENTARY SCHOOL HEADS  
PUBLIC SECONDARY SCHOOL HEADS  
PRIVATE SECONDARY SCHOOL HEADS

**From:**   
ALLAN G. FARNAZO, PhD, CESO IV  
Regional Director IV, Concurrent SDS

**Subject:** Policy on End of School Year Rites and Message from the  
Regional Director

**Reference:** Regional Memorandum 59, s.2017

**Date:** March 20, 2017

1. Attached with this memo are the following:
  - a. RM 59, s.2017 on the Policies on the Conduct of the End of School Year Rites.
  - b. Sample for the corrected position/designation for our Regional Director and Concurrent SDS.
  - c. 2017 Graduation Message from the Regional Director  
(<http://210.213.201.147/Files/Deped10/Memo/memo4810.pdf>)
2. Please coordinate with your assigned supervisors should you have questions regarding this matter.
3. For your information, guidance and compliance.







REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION X

Zone I, Upper Bahulang, Cagayan De Oro City  
Telephone No.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51; email: region10@depd.gov.ph



DepED-X  
Cagayan de Oro City

January 3, 2017

**REGION MEMORANDUM**

No. 59 s, 2017

13 FEB 2017  
1067  
RELEASED

**POLICY ON THE CONDUCT OF END OF THE SCHOOL YEAR RITES**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned  
*This Region*

1. As indicated in Enclosure No. 1 of DepEd Order No. 23, s. 2016 entitled School Calendar for School Year (SY) 2016-2017, the End of the School Year Rites should be scheduled either on April 6-7, 2017:

Grade/Level	Ceremony	Proof of Completion
Grade 6 learners who will complete Elementary Education	Graduation	Elementary Certificate (Enclosure No. 1)
Grade 10 learners who will complete Junior High School	Moving Up or Completion	Junior High School Certificate (Enclosure No. 2)
Grade 12 learners from: a. Schools with DepEd-approved K to 12 transition plan b. Schools with a permit to operate SHS starting in SY 2014 c. International Schools with K to 12 Program d. Private Schools with Certificate of Recognition as Early Implementers in SHS	Graduation	High School Diploma (Enclosure No. 3)

2. In line with the government's austerity program, the Department of Education (DepEd) reiterates the following policies:
  - a. Graduation for Elementary and SHS Early Implementing Schools and the Moving Up Ceremony for Grade 10 should conduct meaningful ceremonies that will encourage sense of community and awareness on social and personal responsibilities. While these rites mark a milestone in the life of the graduates and completers,



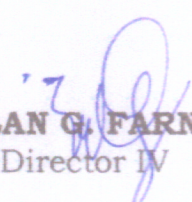


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- these should be conducted without excessive spending, extravagant attire, or extraordinary venue;
- b. Expenses relative to the activity should be charged to the school Maintenance and Other Operating Expenses under the 2017 Budget;
  - c. Parent-Teachers Association may give donations in cash or in kind;
  - d. Wearing Toga is not allowed;
  - e. No Year Book Policy should be observed per Regional Memorandum No. 55, s. 2016;
  - f. Any DepEd Personnel should not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution;
  - g. Unified Program for the Moving Up and Elementary Graduation Ceremonies is attached in the herein enclosure;
  - h. Medals from sponsors, politicians and others other non-curricular should be awarded during the recognition. Awards to be given at Graduation should be strictly academic awards only;
  - i. Purchase of commercialized medals is strictly discouraged. Instead, medals made by the SHS should be patronized;
  - j. Graduation exercises should showcase capability of SHS; hence decorations and food preparations if any, should serve as laboratory of SHS, and elementary schools should tap the services of nearby SHS.
3. Further, the Graduation Rites and Moving Up Ceremony should be conducted in an appropriate solemn ceremony befitting the graduating pupils and students and their parents; and appropriate restraint should be observed to avoid making the occasion into political activity.
4. Private schools may have the option to follow or modify the provisions of this policy provided that austerity measures are strictly observed.
5. For dissemination and strict compliance.

  
**ALLAN G. FARNAZO**  
Director IV

Encls.: As Stated

References: DepEd Order No. 7, s. 2016, DepEd Order No. 23, s. 2016  
DepEd Order No. 143, s. 2016, DepEd Memo No. 143, s. 2016  
Regional Memo No. 55, s. 2016

To be indicated in the Perpetual Index under the following subjects:  
GRADUATION                      SCHOOL

PPRD/ian



(Enclosure No. 1 to DepEd Order No. 7, s. 2016)

## SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*

REHIYON XXX  
REGION XXX

SANGAY NG XXXXXXXXX  
DIVISION OF XXXXXXXXX

PUROK NG XXXXXXXX  
DISTRICT OF

XXXXXXX 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 Paaralang Elementarya na itinakda  
*has satisfactorily completed the requirements for Elementary School as prescribed*  
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*by the Department of Education and is therefore awarded this*

**KATUNAYAN  
CERTIFICATE**

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-1 ng Abril 2016.  
*Signed in Xxxxxxxxxx, Philippines on the 1<sup>st</sup> day of April 2016.*

XXXXXXXXXX  
Punong-Guro  
*Principal*

XXXXXXXXXX  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*





(Enclosure No. 2 to DepEd Order No. 7, s. 2016)

(Corrected Copy)

## SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*

REHIYON XXX  
REGION XXX

SANGAY NG XXXXXXXXX  
DIVISION OF XXXXXXXXX

XXXXXXX HIGH 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 pagtatapos ng Junior High School na itinakda para sa  
*has satisfactorily completed the requirements for Junior High School prescribed for*  
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*Secondary Schools of the Department of Education and is therefore awarded this*

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-1 ng Abril 2016.  
*Signed in Xxxxxxxxx, Philippines on the 1<sup>st</sup> day of April 2016.*

XXXXXXXXXX  
Punong-Guro  
Principal

XXXXXXXXXX  
Pansangay na Tagapamanihala ng mga Paaralan  
Schools Division Superintendent

DIVISION  
LOGO



**UNIFIED PROGRAM FOR THE MOVING UP  
AND GRADUATION CEREMONIES**

**1. Kindergarten Moving Up Ceremony**

Processional March	Candidates for Completion, Parents, Guests, Teachers
Philippine National Anthem	"Lupang Hinirang" Candidates for Completion
Doxology	(School's Choice) Candidates for Completion
Regional Hymn	Martsa ng Rehiyon Diyes Candidates for Completion
Division Hymn	(Division's Hymn) Candidates for Completion
Welcome Address	Star Pupil
Presentation of Candidates for Completion	School Head
Confirmation and Acceptance of Candidates for Completion	Schools Division Superintendent or his duly authorized representative
Distribution of Certificates	School Head
Message	Guest Speaker
Recognition of Achievements	School Head
Moving Up Song	(School's Choice) The Completers
Tribute	Star Pupils
Farewell Song	(School's Choice) The Completers
Acknowledgement	School Head
Recessional March	Teachers, Guests, Parents, Completers

Remark: Cuing is highly recommended than a presence of Master of Ceremony.



## 2. Elementary/ Senior High School Graduation Ceremony

Processional March	Graduating Pupils and Parents, Keynote Speaker, Guests, PTA Officials, Faculty and Staff
Philippine National Anthem	"Lupang Hinirang" The Graduating Class
Doxology	(School's Choice) The Graduating Class
Regional Hymn	Martsa ng Rehiyon Diyes The Graduating Class
Division Hymn	(Division's Hymn) The Graduating Class
Welcome Address	Second Honors
Presentation of Candidates for Graduation	School Head
Confirmation and Acceptance of Candidates for Graduation	Schools Division Superintendent or his duly authorized representative
Reading of the Message of DepEd Secretary	Schools Division Superintendent or his duly authorized representative
Distribution of Certificates	School Head, DepEd Officials
Awarding of Honors, Commencement	School Head, DepEd Officials
Introduction of Keynote Speaker	Teacher
Keynote Speech	Keynote Speaker
Tribute	First Honors
Graduation Song	(School's Choice) The Graduates
Pledge of Loyalty	Third Honors
Farewell Song	(School's Choice) The Graduates
School Report Card	School Head
Acknowledgement	School Head
Recessional March	Faculty and Staff, PTA Officials, Guests, Keynote Speaker, Graduates and Parents

Remark: Cuing is highly recommended than a presence of Master of Ceremony.



### 3. Junior High School Moving Up Ceremony

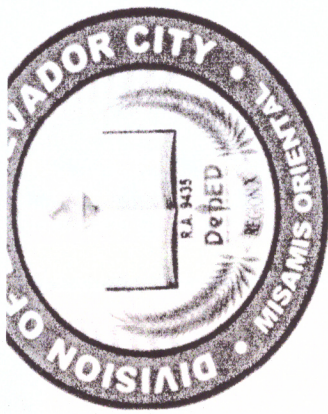
Processional March	Candidates for Completion, Parents, Guests, Teachers
Philippine National Anthem	"Lupang Hinirang" Candidates for Completion
Doxology	(School's Choice) Candidates for Completion
Regional Hymn	Martsa ng Rehiyon Diyes Candidates for Completion
Division Hymn	(Division's Hymn). Candidates for Completion
Welcome Address	Second Honors
Presentation of Candidates for Completion	School Head
Confirmation and Acceptance of Candidates for Completion	Schools Division Superintendent or his duly authorized representative
Distribution of Certificates	School Head
Reading of the Message of DepEd Secretary	Schools Division Superintendent or his duly authorized representative
Recognition of Achievements	School Head
Message	Guest Speaker
Tribute	First Honors
Moving Up Song	(School's Choice) The Completers
Acknowledgement	School Head
Recessional March	Completers, Parents, Guests, Teachers

Remark: Cuing is highly recommended than a presence of Master of Ceremony.





Republika ng Pilipinas  
Republic of the Philippines  
Kagawaran ng Edukasyon  
Department of Education



REHIYON X  
REGION X  
SANGAY NG EL SALVADOR CITY  
DIVISION OF EL SALVADOR CITY  
UNANG PUROK  
DISTRICT 1

## EL SALVADOR CITY CENTRAL SCHOOL

Pinatutunayn nito na si  
*This certifies that*

**Glen Mae M. Mambayla**

Learner Reference Number (LRN): 1276716302013

ay kasiya-siyang nakatupad sa mga binakailangan sa National Kindergarten Curriculum na itinakda  
*has satisfactorily completed the requirements of the National Kindergarten Curriculum as prescribed*  
ng Kagawaran ng Edukasyon, kaya pinagkaloob siya nitong  
*by the Department of Education and is therefore awarded this*

### KATUNAYAN CERTIFICATE

Nilagdaan sa El Salvador City, Pilipinas nitong ika-6 ng Abril 2017.  
*Signed in El Salvador City, Philippines on the 6<sup>th</sup> day of April 2017.*

**LINA C. BEJIGA, Ph.D**  
Punong-Guro II  
Principal II

**ALLAN G. FARNAZO, Ph.D, CESO IV**  
Direktor IV ng Rehiyon, Pansangay na Tagapamanihala ng mga Paaralan  
Regional Director IV, Concurrent Schools Division Superintendent





Republic of the Philippines  
Department of Education

**REGION X-NORTHERN MINDANAO**

Fr. W. Masterson Avenue, Zone 1, Upper Balulang, Cagayan de Oro City



**MESSAGE**

Months ago, you and your parents together with community volunteers pitched in for the Brigada Eskwela to make sure that your schools are clean, safe, disaster-prepared and conducive to learning for the opening of classes. It seemed that your rising early to beat the first school bell, raising your hand for class recitations, thinking deeply for answers in examinations and sleeping late to prepare for the exciting tasks the next day have finally come to an end. All of these are part of walking the extra mile in building self-confidence, determination, and perseverance as fuels for success.

Seeking out the things you have learned is not just a matter of looking at your grades. There is so much you can reflect on and use in your life. Ahead will be tough times, regrets and failures as well as success, reward and happiness. The lifelong adventure in learning will enable you to translate them successfully in future situations to make your life more meaningful.

This year's ceremonies focus on the theme *Sabay-Sabay na Hakbang Tungo sa Maunlad na Kinabukasan*. The sense of pride and achievement in your relentless pursuit of knowledge are concerted endeavor and collaborative efforts of you as learner, your teachers, parents, and the community in achieving the shared vision of quality and accessibility in basic education for all.

Now more than ever, our partners in education worked hand-in-hand to forge a better and progressive future for each one of you. Every caring individual you have met in school and in your community contributed immensely towards one common goal, that is to provide you with sufficient concepts and skills to suitably prepare you into the future.

With an array of options our schools offer, you must make a choice to take a chance and be the change for your life has just begun to soar and the opportunities that await you are endless.

Congratulations to all of you for leaving an indelible legacy of excellence.

  
ALLAN G. FARNAZO  
Director IV