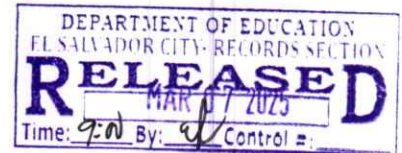




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

March 4, 2025

DIVISION MEMORANDUM

No. 086, s. 2025

END-OF-THE-SCHOOL YEAR RITES 2024-2025

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Education Program Supervisors
Public Elementary and Secondary School Heads
Division Office Personnel
All Others Concerned
This Division

1. The field is hereby informed of the schedule of the Moving-Up, Completion and Graduation Ceremony of the public elementary and secondary schools in the division for the School Year 2024-2025. See **Enclosure 1**;
2. For the prescribed programs of activities and scripts for the presentation and confirmation of Completers and/or Graduates, please see **Enclosures 2 to 2.7**;
3. Tarpaulin desing including graduation messages from key officials can be accessed through this link <https://bit.ly/designanddocs> or through the qr code 
4. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.



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REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

5. Strict compliance and immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects

EOSY
MOVING-UP
COMPLETION
GRADUATION
SY 2024-2025



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ENCLOSURE 1. SCHEDULE OF EOSY RITES PER SCHOOL

SCHOOLS	DATES	TIME START	TIME END	VENUE	LEVEL	CONFERRING AUTHORITY
SAMBULAWAN NHS	April 14, 2025	8:30	10:00	SAMBULAWAN COVERED COURT	GRADE 10	ANABELLE M. MAMACLAY
	April 14, 2025	10:30	12:00	SAMBULAWAN COVERED COURT	GRADE 12	
SAMBULAWAN ELEMENTARY SCHOOL	April 14, 2025	1:30	3:00	SAMBULAWAN ES COVERED STAGE	KINDER	
SAMBULAWAN ELEMENTARY SCHOOL	April 14, 2025	3:00	4:30	SAMBULAWAN ES COVERED STAGE	GRADE 6	
AMOROS ELEMENTARY SCHOOL	April 15, 2025	8:00	10:00	AMOROS ES COVERED COURT	GRADE 6	
AMOROS ELEMENTARY SCHOOL	April 15, 2025	10:30	12:00	AMOROS ES COVERED COURT	KINDER	
SINALOC ELEMENTARY SCHOOL	April 14, 2025	8:30	10:00	SINALOC BARANGAY COVERED COURT	KINDER	GENEVIEVE E. LUSTERIO
SINALOC ELEMENTARY SCHOOL	April 14, 2025	10:00	12:00	SINALOC BARANGAY COVERED COURT	GRADE 6	
HIMAYA ELEMENTARY SCHOOL	April 15, 2025	8:30	10:00	HIMAYA ELEMENTARY SCHOOL COVERED COURT	KINDER	
HIMAYA ELEMENTARY SCHOOL	April 15, 2025	10:30	12:00	HIMAYA ELEMENTARY SCHOOL COVERED COURT	GRADE 6	
SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	April 14, 2025	8:30	9:30	SFDAES COVERED COURT	KINDER	
SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	April 14, 2025	10:00	12:00	SFDAES COVERED COURT	GRADE 6	
SAN FRANCISCO DE ASIS NATIONAL HIGH SCHOOL	April 15, 2025	8:30	11:00	SAN FRANCISCO DE ASIS COVERED COURT	GRADE 10	JADE A. CACAYAN
SAN FRANCISCO DE ASIS NATIONAL HIGH SCHOOL	April 15, 2025	1:00	4:00	SAN FRANCISCO DE ASIS COVERED COURT	GRADE 12	
MOUGAN CENTRAL SCHOOL	April 14, 2025	8:30	11:00	MCS COVERED COURT	GRADE 6	
MOUGAN CENTRAL SCHOOL	April 14, 2025	1:30	3:30	MCS COVERED COURT	KINDER	MARGIE R. VALMORIA
BADIANGON ELEMENTARY SCHOOL	April 15, 2025	8:30	10:00	BADIANGON ELEMENTARY SCHOOL	KINDER	
BADIANGON ELEMENTARY SCHOOL	April 15, 2025	8:30	10:00	BADIANGON ELEMENTARY SCHOOL	KINDER	
HINIGDAAN ELEMENTARY SCHOOL	April 14, 2025	8:30	10:00	HINIGDAAN ELEMENTARY SCHOOL COVERED COURT	KINDER	MELANIE M. LIGUTOM
HINIGDAAN ELEMENTARY SCHOOL	April 14, 2025	8:30	10:00	HINIGDAAN ELEMENTARY SCHOOL COVERED COURT	GRADE 6	
PEDRO SA. BACULIO ELEMENTARY SCHOOL	April 15, 2025	1:00	2:30	PSB ES COVERED COURT	GRADE 6	
HINIGDAAN NATIONAL HIGH SCHOOL	April 15, 2025	3:00	4:00	PSB. ELEM. SCHOOL COVERED COURT	KINDER	LORNA H. ESTROSAS
ULALIMAN ELEMENTARY SCHOOL	April 15, 2025	1:30	3:00	BRGY. HINIGDAAN COVERED COURT	GRADE 12	
ULALIMAN ELEMENTARY SCHOOL	April 15, 2025	8:30	10:00	ULALIMAN BARANGAY COVERED COURT	KINDER	
KALABAYLABAY INTEGRATED SCHOOL	April 15, 2025	10:30	12:00	ULALIMAN BARANGAY COVERED COURT	GRADE 6	ROQUE R. SABASAJE
KALABAYLABAY INTEGRATED SCHOOL	April 14, 2025	10:30	12:00	KAIS COVERED COURT	KINDER	
KALABAYLABAY INTEGRATED SCHOOL	April 14, 2025	1:00	3:00	KAIS COVERED COURT	GRADE 6	
COGON ELEMENTARY SCHOOL	April 15, 2025	9:00	11:00	KAIS COVERED COURT	GRADE 10	NINIAN A. ALCASID
COGON ELEMENTARY SCHOOL	April 14, 2025	8:30	10:30	COGON ELEMENTARY SCHOOL	KINDER	
COGON ELEMENTARY SCHOOL	April 14, 2025	1:00	3:00	COGON ELEMENTARY SCHOOL	GRADE 6	
MOLUGAN NATIONAL HIGH SCHOOL	April 15, 2025	8:30	12:00	MOLUGAN NHS COVERED COURT	GRADE 10	VANITY JADE C. LAZAGA
TAYTAY ELEMENTARY SCHOOL	April 14, 2025	8:30	10:00	TAYTAY ES COVERED COURT	KINDER	
TAYTAY ELEMENTARY SCHOOL	April 14, 2025	1:00	3:00	TAYTAY ES COVERED COURT	GRADE 6	
BOLISONG ELEMENTARY SCHOOL	April 15, 2025	8:30	9:30	BOLISONG ELEMENTARY SCHOOL	KINDER	VANITY JADE C. LAZAGA
BOLISONG ELEMENTARY SCHOOL	April 15, 2025	10:00	11:30	BOLISONG ELEMENTARY SCHOOL	GRADE 6	
BOLISONG ELEMENTARY SCHOOL	April 15, 2025	1:30	3:00	HIMAYA NHS SCHOOL GROUND	GRADE 10	
HIMAYA NATIONAL HIGH SCHOOL	April 14, 2025	3:00	5:00	HIMAYA NHS SCHOOL GROUND	GRADE 12	JOVIT D. COMON
HIMAYA NATIONAL HIGH SCHOOL	April 14, 2025	3:00	5:00	HIMAYA NHS SCHOOL GROUND	GRADE 12	
SINALOC NATIONAL HIGH SCHOOL	April 15, 2025	8:30	10:30	SINALOC BARANGAY COVERED COURT	GRADE 10	
SINALOC NATIONAL HIGH SCHOOL	April 15, 2025	1:00	3:30	SINALOC BARANGAY COVERED COURT	GRADE 12	

COGON NATIONAL HIGH SCHOOL	April 15, 2025	8:30	11:00	CONHS COVERED COURT	GRADE 12	LINA C. BEJIGA
COGON NATIONAL HIGH SCHOOL	April 15, 2025	1:30	3:30	CONHS COVERED COURT	GRADE 10	
KIBONBON NATIONAL HIGH SCHOOL	April 15, 2025	8:30	9:30	KIBONBON ES COVERED COURT	KINDER	ANALYN G. FABRIA
KIBONBON ELEMENTARY SCHOOL	April 15, 2025	10:00	12:00	KIBONBON ES COVERED COURT	GRADE 6	
HINIGDAAN NATIONAL HIGH SCHOOL	April 15, 2025	9:30	11:30	BRGY. HINIGDAAN COVERED COURT	GRADE 10	ROLLY B. LABIS
MOLUGAN NATIONAL HIGH SCHOOL	April 15, 2025	1:00	4:00	MOLUGAN NHS COVERED COURT	GRADE 12	
EL SALVADOR CITY CENTRAL SCHOOL	April 14, 2025	8:30	12:00	ECCS COVERED COURT	KINDER	ASDS CONNIEBEL C. NISTAL
EL SALVADOR CITY CENTRAL SCHOOL	April 14, 2025	1:00	5:00	ECCS COVERED COURT	GRADE 6	
EL SALVADOR CITY NATIONAL HIGH SCHOOL	April 15, 2025	8:30	12:00	ECCS COVERED COURT	GRADE 10	SDS RANDOLPH B. TORTOLA
EL SALVADOR CITY NATIONAL HIGH SCHOOL	April 15, 2025	3:00	5:00	ECCS COVERED COURT	GRADE 12	



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 2 of Division Memorandum No. ____s. 2025.

PRESCRIBED PROGRAM OF ACTIVITIES

I. Kindergarten

Processional March

**Candidates for Moving-
Up, Parents, Guest
Teachers & Officials**

Pambansang Awit

**Candidates for
Moving Up**

Opening Prayer

(In Cebuano)

School Hymn

Opening Remarks and Welcome Message

School Head

Presentation of Candidates for Completion

School Head

Confirmation of Completers

**Schools Division
Superintendent or his
Authorized
Representative**

Distribution of Certificates

**Schools Division
Superintendent, School
Heads, et.al.**

Awarding of Academic Excellence
And Other Awards

Message of Gratitude

**Learner (Batch
Representative)**

Introduction of the Guest Speaker

Faculty Member

Message

**Guest Speaker (Preferably
an alumni of the school)**

Giving of Plaque/Certificate of Appreciation

**Schools Division
Superintendent and
School Head**

Closing Remarks

PTA President

Recessional March

Completers

Note: No more Master of Ceremony, Cuing/Voice Over should be used.



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REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 2.1 of Division Memorandum No. ____s. 2025.

PRESCRIBED PROGRAM OF ACTIVITIES

II. Elementary

Processional March	Candidates for Graduation, Parents, Guest Teachers & Officials
Pambansang Awit	Candidates for Graduation
Opening Prayer	(In Cebuano)
School Hymn	
Opening Remarks	School Head
Welcome Message	Student with Highest/High Honors
Message	Juan Edgardo M. Angara DepEd Secretary
Presentation of Candidates for Graduation	School Head
Confirmation of Graduates	Schools Division Superintendent or his Authorized Representative
Distribution of Certificates	Superintendent, School Heads, et.al.
Awarding of Top 10 Graduates and Other Awardees	
Introduction of the Guest Speaker	Faculty Member
Message	Guest Speaker (Preferably an alumni of the school)
Giving of Plaque/Certificate of Appreciation	Superintendent and School Head
Pledge of Loyalty	Student with High/Highest Honor
Alma Mater and Graduation Song	Graduates
Closing Remarks	PTA President
Recessional March	Graduates

Remark: No more Master of Ceremony, Cuing/Voice Over should be used.



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REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 2.2 of Division Memorandum No. ____s. 2025.

PRESCRIBED PROGRAM OF ACTIVITIES

III. Junior High School

Processional March	Candidates for Completion, Parents, Guest Teachers & Officials
Pambansang Awit	Candidates for Completion
Opening Prayer	(In Cebuano)
School Hymn	
Opening Remarks & Welcome Message	School Head
Presentation of Candidates for Graduation	School Head
Confirmation of Graduates	Schools Division Superintendent or his Authorized Representative
Distribution of Certificates	Schools Division Superintendent, School Heads, et.al.
Awarding of Academic Excellence and Other Awards	
Message Of Gratitude	With Highest/High Honors
Introduction of the Guest Speaker	Faculty Member
Message	Guest Speaker (Preferably an alumni of the school)
Giving of Plaque/Certificate of Appreciation	Schools Diviison Superintendent and School Head
Closing Remarks	PTA President
Recessional March	Completers

Remark: No more Master of Ceremony, Cuing/Voice Over should be used.



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REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 2.3 of Division Memorandum No. ____s. 2025.

PRESCRIBED PROGRAM OF ACTIVITIES

IV. Senior High School

Processional March	Candidates for Graduation, Parents, Guest Teachers & Officials
Pambansang Awit	Candidates for Graduation (In Cebuano)
Opening Prayer	
School Hymn	
Opening Remarks	School Head
Welcome Message	Student with Highest/High Honors
Message	Juan Edgardo M. Angara DepEd Secretary
Presentation of Candidates for Graduation	School Head
Confirmation of Graduates	Schools Division Superintendent or his Authorized Representative
Distribution of Certificates	Schools Division Superintendent, School Heads, et.al.
Awarding of Top 10 Graduates and Other Awards	
Introduction of the Guest Speaker	Faculty Member
Message	Guest Speaker (Preferably an alumni of the school)
Giving of Plaque/Certificate of Appreciation	Schools Division Superintendent and School Head
Pledge of Loyalty	Student with High Honors/ With Honors
Alma Mater & Graduation Song	Graduates
Closing Remarks	PTA President
Recessional March	Graduates

Note: No more Master of Ceremony, Cuing/Voice Over should be used.



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Republic of the Philippines
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REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure 2.4 of Division Memorandum No. ____ s. 2025

I. Kindergarten

PRESENTATION OF CANDIDATES *(by the School Head)*

Good morning/afternoon!

(Mention the name of the Confirming Officer)

I have the honor to present the candidates for moving-up of (Name of the school) for this School Year 2024-2025, composed of ____ boys and ____ girls with a total of ____.

I hereby certify that they have satisfactorily completed all requirements of the enhanced basic education curriculum for Kindergarten as prescribed by the Department of Education.

Madam/Sir, they now await your confirmation.

CONFIRMATION OF GRADUATION *(by the Authorized Representative)*

By the power vested upon me by the Department of Education as the authorized representative of our Schools Division Superintendent of the Division of El Salvador City, Dr. Randolph B. Tortola and as certified by the School Principal/School Head that you have satisfactorily completed the requirements of the enhanced basic education curriculum for Kindergarten, as prescribed by the Department of Education, I now confirm you completers of S.Y. 2024-2025.

Congratulations!



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REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure 2.5 of Division Memorandum No. ____ s. 2025

I. Elementary

PRESENTATION OF CANDIDATES *(by the School Head)*

Good morning/afternoon!

(Mention the name of the Confirming Officer)

I have the honor to present the candidates for graduation of (Name of the school) for this School Year 2024-2025, composed of ____boys and ____girls with a total of ____.

I hereby certify that they satisfactorily completed all requirements of the enhanced basic education curriculum for Elementary as prescribed by the Department of Education.

Madam/Sir, they now await your confirmation.

CONFIRMATION OF GRADUATION *(by the Authorized Representative)*

By the power vested upon me by the Department of Education as the authorized representative of our Schools Division Superintendent of the Division of El Salvador City, Dr. Randolph B. Tortola and as certified by the School Principal/School Head that you have satisfactorily completed the requirements of the enhanced basic education curriculum for Elementary, as prescribed by the Department of Education, I now confirm you graduates of S.Y. 2024-2025.

Congratulations!



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SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure 2.6 of Division Memorandum No. ____ s. 2025

I. Junior High School

PRESENTATION OF CANDIDATES *(by the School Head)*

Good morning/afternoon!

(Mention the name of the Confirming Officer)

I have the honor to present the candidates for completion of (Name of the school) for this School Year 2024-2025, composed of ____boys and ____girls with a total of ____.

I hereby certify that they have satisfactorily completed all requirements of the enhanced basic education curriculum for Junior High School as prescribed by the Department of Education.

Madam/Sir, they now await your confirmation.

CONFIRMATION OF GRADUATION *(by the Authorized Representative)*

By the power vested upon me by the Department of Education as the authorized representative of our Schools Division Superintendent of the Division of El Salvador City, Dr. Randolph B. Tortola and as certified by the School Principal/School Head that you have satisfactorily completed the requirements of the enhanced basic education curriculum for the Junior High School, as prescribed by the Department of Education, I now confirm you completers of S.Y. 2024-2025.

Congratulations!



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REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure 2.7 of Division Memorandum No. ____ s. 2025

I. Senior High School

PRESENTATION OF CANDIDATES *(by the School Head)*

Good morning/afternoon!

(Mention the name of the Confirming Officer)

I have the honor to present the candidates for graduation of (Name of the school) for this School Year 2024-2025,

For the General Academic Strand: ____ male and ____ female with a total of ____

For the Science, Technology, Engineering and Mathematics: ____ male and ____ female with a total of ____

For the Accountancy, Business and Management: ____ male and ____ female with a total of ____

For the Humanities and Social Sciences: ____ male and ____ female with a total of ____

For the Technical-Vocational Track: ____ male and ____ female with a total of ____

I hereby certify that they have satisfactorily completed the requirements of the enhanced basic education curriculum for Senior High School as prescribed by the Department of Education.

Madam/Sir, they now await your confirmation.

CONFIRMATION OF GRADUATION *(by the Authorized Representative)*

By the power vested upon me by the Department of Education as the authorized representative of our Schools Division Superintendent of the Division of El Salvador City, Dr. Randolph B. Tortola and as certified by the School Principal/School Head that you have satisfactorily completed the requirements of the enhanced basic education curriculum for the Senior High School, as prescribed by the Department of Education, I now confirm you graduates of S.Y 2024-2025.

Congratulations!



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