



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

March 22, 2021

DIVISION MEMORANDUM

No. 058 s. 2021

**PREPARATION AND SUBMISSION OF SPECIAL ORDERS (SO) OF QUALIFIED
 GRADE 12 LEARNERS FOR SCHOOL YEAR 2020-2021**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors – CID & SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Private Secondary School Heads
 All Others Concerned

1. Relative to DepEd Order No. 10, s. 2018, **Guidelines on the Issuance of Special Orders (SO) for the Approval of the Eligibility from SHS of Grade 12 Learners Enrolled in Private Schools/ Colleges and Technical-Vocational Institutions (TVIs) for SY 2017-2018**, this office through the School Management, Monitoring and Evaluation Section of School Governance and Operations Division, informs the concerned private schools of the submission of SO applications SY 2020-2021 for approval of DepEd Regional Office 6, five (5) weeks before the schedule of graduation.
2. On the basis of the date of opening the classes for this current year, private schools shall submit their SO applications using this timeline.

Opening of School Year 2020-2021	Date to Apply SO
June 2020	March 1, 2021
July 2020	April 5, 2021
August 2020	May 3, 2021
September and October 2020	June 1, 2021

3. The following documents placed in Green folder shall be submitted by the schools to the SDO for evaluation:
 - a. Three (3) original copies of SO applications in long size bond paper;
 - b. Students' Permanent Records duly signed by the school head/ registrar;
 - c. Certified True Copy of Permit to Operate SHS;
 - d. List of graduating students duly signed by school head/ registrar; and
 - e. Certified true copy of Certificate of Accreditation (for accredited private schools only)
4. Attached is the template to be used as a guide in the preparation for the Special Orders. Data required in Red font color must be supplied by the school and shall be changed to Black font color after having completed the needed data.
5. Immediate dissemination of and compliance with this Memorandum are desired.

SALVADOR O. OCHAVO, JR. EdD, CESO V
 Schools Division Superintendent

MAR 22 2021



Address: Banica, Roxas City
 Contact Number: (036) 620 2371
 Email Address: capiz@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

Date: (leave blank) , 2021

SPECIAL ORDER

No. , s. 2021

On the basis of records submitted by the **NAME OF SCHOOL** , **School Address** , approval of the eligibility for graduation in **Senior High School (Specify the track and strand)** of the following as of **Month & Year of Graduation** upon the satisfactory completion of the Academic Requirements of the K to 12 Basic Education Curriculum is hereby given and made a matter of record:

Male	Female
1. Surname, First Name, Middle Initial	1.
2. in alphabetical order	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.
16.	16.
17.	17.
18.	18.
19.	19.
20.	20.

The approval of any one candidate for graduation is automatically cancelled if he/she does not complete the requirements of the curriculum on the date specified and is subject to revocation if the record upon which the approval is based were later found to be incorrect.

This approval is valid for **FORTY (40) STUDENTS only.**

**(NOT VALID WITHOUT SEAL
WITH ERASURE OR ALTERATION)**

Recommending Approval:

Evaluated By : **SEGUNDINA F. DOLLETE EdD**
Chief, Curriculum Implementation Division

DONATO G. DELGADO EdD
Chief, Quality Assurance

Evaluated By : **MARLON P. DESTREZA EdD**
Chief, School Governance & Operations Division

Validated By : **RONAMIE V. RELIQUIAS**
Education Program Supervisor/ Special Order Coordinator

FOR THE SECRETARY OF EDUCATION

RAMIR B. UYTICO EdD, CESO IV
Regional Director



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Authority to Travel	DepEd RO6-QAD-AT-09	2/21/2020	New

