



**DEPARTMENT OF EDUCATION**  
Region VI - Western Visayas  
**DIVISION OF AKLAN**  
Archbishop Gabriel M. Reyes Street, Kalibo, Aklan



February 27, 2018


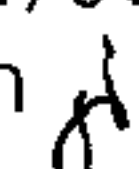
**DIVISION MEMORANDUM**  
No. 084 s. 2018

**ISSUANCE OF SPECIAL ORDER FOR PRIVATE SCHOOLS**

**To: Chief Education Supervisors**  
**Education Program Supervisors/Coordinators**  
**Public Schools District Supervisors**  
**Principals/Head Teacher In-Charge of the District**  
**Senior /Education Program Specialists**  
**Heads of Private Secondary and Integrated Schools**  
**District Private Schools Coordinators**

1. Please find attached Regional Memorandum No. 073, s. 2018, re: Issuance of Special Order for Private Schools.
2. Strict compliance with and wide dissemination of this Memorandum is earnestly desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**MICHAEL T. RAPIZ**  
Chief Education Supervisor, SGOD  
In-Charge of the Division 

Inclosure: As stated  
Reference: Regional Memorandum No. 073, s. 2018  
Allotment: 5 (R.O. 12-94)  
To be indicated in the Perpetual Index  
Under the following subjects:

**FORMS**

**PUPILS/STUDENTS**

**RULES AND REGULATIONS**

/jcc



Republic of the Philippines  
Department of Education  
**REGION VI-WESTERN VISAYAS**  
Duran Street, Iloilo City



February 26, 2018


**REGIONAL MEMORANDUM**

No 073 s. 2018

**ISSUANCE OF SPECIAL ORDER FOR PRIVATE SCHOOLS**

To: Schools Division Superintendents  
Presidents of State Colleges and Universities  
Heads of Private Schools, Colleges and Universities

1. Pursuant to D. O. 88 s. 2010, "**Revised Manual of Regulations for Private Schools in Basic Education, Section 150**", special orders are required of graduating students in the formal secondary level in private schools.
2. Special Orders are required of private schools which are recognized by the department. Since there is no issuance of the Certificate of Recognition for SY 2018-2019, Senior High School permits issued last SY 2016-2017 will suffice.
3. Private schools which are granted the Level III Accreditation or those accredited by PAASCU and PACUCOA, are exempted from processing the Special Orders.
4. Attached to this memorandum are the following:
  - a. flow chart for the processing of the Special Order (Enclosure 1)
  - b. template of the Special Order (Enclosure 2)
5. This guideline is valid for SY 2017-2018 only.
6. Deadline for submission of documents will be on or before **March 15, 2018**.
7. Strict compliance with and widest dissemination of this Memorandum is desired.

  
**VICTOR G. DE GRACIA, JR., Ph.D., CESO V**  
Schools Division Superintendent  
Officer-In-Charge  
Office of Regional Director

Enclosures: As Stated

References:

DepEd Order No. 88, s.2010  
Allotment 1-4-5 (RO 12-94)

To be indicated in Perpetual Index  
under the following subjects:



Date:

SPECIAL ORDER (A) (R-VI)  
No. (leave blank) s. 2018

On the basis of records submitted by **NAME OF SCHOOL**, School Address, approval of the eligibility for the completion of **Senior High School** of the following as of **APRIL, 2018** upon the successful completion of the Academic Requirements of the K to 12 Enhanced Basic Education Curriculum is hereby given and made a matter of record.

(Names of Students in alphabetical order)  
LAST NAME, First Name, Middle Initial

- |    |     |
|----|-----|
| 1. | 8.  |
| 2. | 9.  |
| 3. | 10. |
| 4. | 11. |
| 5. | 12. |
| 6. | 13. |
| 7. | 14. |

**(VALID FOR FOURTEEN (14) STUDENTS ONLY)** sample only

The approval of any candidate for completion of the Senior High School is automatically cancelled if he/she does not complete the requirements of the course on the date specified and is subject to revocation if the record upon which the approval is based are later found to be incorrect.

This approval is valid for **APRIL, 2018** only.

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

**FOR THE SECRETARY OF EDUCATION**

Enrolment checked by : \_\_\_\_\_  
Form 9 checked by : \_\_\_\_\_  
Evaluated By : \_\_\_\_\_  
Checked By : \_\_\_\_\_  
Reviewed By : \_\_\_\_\_

**DONATO G. DELGADO, Ed. D.**  
Chief, Quality Assurance Division

# FLOWCHART FOR PROCESSING OF SPECIAL ORDER

