



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

12 March 2020

**DIVISION MEMORANDUM**

No. 90 , s. 2020

**SCHOOL YEAR 2019-2020 K TO 12 BASIC EDUCATION PROGRAM  
END-OF-SCHOOL-YEAR RITES**

To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists  
Public and Private Elementary, Secondary and Integrated School Heads  
Others Concerned

1. This is to inform the field of DepEd Order No. 002, s. 2020 re: Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-Of-School-Year Rites (attached herewith).
2. School heads must accomplish and submit the attached certification, noted by the PSDS, that they have read and understood the contents of this Memorandum including its enclosures. This should be consolidated by the District Office and to be submitted on or before 20 March 2020, attention: SEPS June R. Patricio, SGOD-School Management M&E Section.
3. The following will be the division officials who will confirm graduation and/or completion:

<b>District</b>	<b>Division Representative</b>
1. Altavas	EPS Ruby Agnes B. Estrada PhD
2. Balete	SEPS Raffy F. Paller PhD
3. Banga	CES Michael T. Rapiz



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4. Batan	EPS Edselyn T. Biray PhD
5. Buruanga	EPS Johann C. Cawaling
6. Ibajay East	EPS Ariel Z. Zubiaga
7. Ibajay West	EPS Ma. Corazon R. Panaligan
8. Kalibo I	SEPS Mar Bien Gregory G. Parel UAP
9. Kalibo II	SEPS Leila L. Pamati-an
10. Lezo	CES Dobie P. Parohinog PhD
11. Libacao	PDO II Ma. Teresa L. Lao
12. Madalag	EPS Mary Cherry Lynn M. Dalipe EdD
13. Makato	EPS Rebecca R. Ibaretta
14. Malay	PDO II Mahnnie Q. Tolentino
15. Malinao	OIC-ASDS Jose Niro R. Nillasca
16. Nabas	EPS Kyzil D. Lipar PhD
17. New Washington	EPS Marth S. Tropa
18. Numancia	EPS Marivic I. Tolentino
19. Tangalan	SEPS June R. Patricio

4. Immediate dissemination of and strict compliance with this Memorandum is strongly desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Inclosure/s: as stated  
Reference: DepEd Order No. 002, s. 2020  
Allotment: 1-2 (R.O. 12-94)  
To be indicated in the Perpetual Index  
under the following subjects:

GRADUATION      LEARNERS POLICY      SCHOOLS

/mtr



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Enclosure No. 1 to Division Memorandum No. 90, s. 2020 (Certification)

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**(Name of School)**

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**(School Address)**

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**(Date)**

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**CERTIFICATION**

This is to certify that I have read and understood the contents of DepEd Order No. 002, s. 2020 and Division Memorandum No. \_\_\_\_, s. 2020 re: Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-Of-School-Year Rites.

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**School Head**  
(Signature over printed name)

Noted:

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**PSDS**  
(Signature over printed name)



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Enclosure No. 2 to Division Memorandum No. 90, s. 2020 (Sample Program)  
Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic  
Education Program End-Of-School-Year Rites

Theme: **Sulong EduKalidad: Pagtataguyod sa Kinabukasan ng Bayan**  
(**Sulong EduKalidad: Championing the Nation's Future**)

**Suggested Flow of Program (Moving Up/Completion - K to Grade 10)**

Processional  
Pambansang Awit (Philippine flag at right of audience)  
Prayer/Doxology  
Regional/Provincial/Municipal/School Hymn  
Opening Message      School Head (significance of ceremony,  
school performance and achievements,  
role of community in promoting quality  
education as impact of partnership and  
shared governance – 7 minutes)  
Welcome Address      Pupil/Student (chosen by committee – 5  
minutes)  
Reading of Message of the Secretary Highest DepEd Official  
present  
Presentation of Candidates for  
    Moving Up/Completion      Coordinator/School Head  
Confirmation      Division Representative  
Distribution of actual certificate      School Head and DepEd Official  
Distribution/Confirmation of Awards (include importance to  
academic achievement)      SH & Stakeholders  
Introduction of Speaker



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Inspirational Message (7 minutes)

Words of Gratitude                      Completer

Pledge of Loyalty

Song (Relevant to completion)

Closing Message                      School Head

(wrap up the ceremonies, inspire parents  
to continue support education, relevant  
announcements)

Recessional

(The awarding of recognition awards like model students and from stakeholders shall be done after the honors' medals)



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**Suggested Flow of Program (Graduation - Grade 6 and Grade 12)**

Processional	
Pambansang Awit (Philippine flag at right of audience)	
Prayer/Doxology	
Regional/Provincial/Municipal/School Hymn	
Opening Message	School Head (significance of ceremony, school performance and achievements, role of community in promoting quality education as impact of partnership and shared governance – 7 minutes)
Welcome Address	Graduate (chosen by committee – 7 minutes, how the graduate feels, welcome presence of loved ones and community as witnesses, highlight the value of love and compassion in living together as one family)
Reading of Message of the Secretary Highest DepEd official present	
Presentation of candidates for graduation	School Head
Confirmation Superintendent/Representative	Schools Division
Distribution of Diploma	Schools Div. Supt./Rep and SH
Distribution/Confirmation of Awards (include importance to academic achievement)	SH & Stakeholders
Introduction of Speaker	
Keynote Message (7 minutes)	
Thanksgiving Message	Graduate



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(success, celebrate collaborative efforts of family and community, helping gain experience that will guide Graduates)

Pledge of Loyalty

Graduation Song

Closing Message

School Head

(wrap up ceremonies, inspire parents to continue supporting education, relevant announcements)

Recessional

(The awarding of recognition awards like model students and from stakeholders shall be done after the honors' medals)



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Republic of the Philippines  
**Department of Education**

12 MAR 2020

DepEd ORDER  
No. 002, s. 2020

**MULTI-YEAR IMPLEMENTING GUIDELINES ON THE CONDUCT OF THE  
K TO 12 BASIC EDUCATION PROGRAM END-OF-SCHOOL-YEAR RITES**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Minister, Basic, Higher and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Multi-year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-of-School Year Rites (EOSY)** for Kindergarten, Grade 6, Grade 10 and Grade 12 learners who meet the curriculum requirements at the end of each school year.
2. Specifically for School Year (SY) 2019-2020, the EOSY rites shall focus on the theme ***Sulong EduKalidad: Pagtataguyod sa Kinabukasan ng Bayan (Sulong EduKalidad: Championing the Nation's Future)***, which highlights the essential role of quality education in helping Filipino learners achieve their full potential in order to fulfill their dreams and contribute meaningfully to nation-building. Moreover, each school shall have the discretion to elect the date for the holding of this year's rites within the week of **April 13-17, 2020**, taking into consideration the applicable guidelines by the Department of Health (DOH) in light of the COVID-19 public health situation, and to conduct the rites consistent with the DOH guidelines on mass gatherings. Should the public health situation prevent the holding of this year's rites within the said week, the schools, in consultation with the Parents-Teachers Association (PTA) leadership, may choose to reschedule or forego the holding of the rites.
3. This Order shall take effect immediately upon its approval and shall remain in force and in effect for the duration of the K to 12 Basic Education Program, unless sooner repealed, amended or rescinded. All previous issuances relative to this Order which are found inconsistent are deemed superseded or modified accordingly.
4. For inquiries, please contact the **Bureau of Learning Delivery**, 4th Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bld.od@deped.gov.ph](mailto:bld.od@deped.gov.ph) or at telephone numbers (02) 8637-4346 and 8637-4347.
5. Immediate dissemination of and strict compliance with this Order is directed.

**LEONOR MAGTOLIS BRIONES**  
Secretary



**MULTI-YEAR IMPLEMENTING GUIDELINES ON THE CONDUCT OF THE  
K TO 12 BASIC EDUCATION PROGRAM END-OF-SCHOOL-YEAR RITES**

**I. Rationale**

In response to the changing and complex needs of the local, national and global communities, it is the mission of the K to 12 Basic Education Program to strengthen the values of the Filipino people, develop a strong sense of nationalism, develop productive citizens who contribute to the building of a progressive, just, and humane society, ensure environmental sustainability, and cultivate global partnerships for development (DO 21, s. 2019). Any Filipino individual who completes it shall have been holistically prepared to pursue higher education, entrepreneurship, middle level skills development or employment with increased chance of success.

To celebrate learners' hard work and accomplishments, appropriate ceremonies shall be held at specific milestones of the basic education program. These ceremonies shall be meant to acknowledge learners who have successfully met, or even exceeded, curricular requirements, and mark the transition to subsequent stages of schooling until they finish basic education. Such events are meaningful for families as learners take pride in what they have achieved and have their parents celebrate with them. By culminating in the conferral of diplomas and certificates, these rites serve to commemorate the fruits of the collective efforts of the whole school community.

**II. Scope**

This Policy shall provide guidance in the annual conduct of end-of-school-year rites and shall be applicable to both public and private elementary and secondary schools nationwide.

**III. Policy Statement**

This DepEd Order establishes the procedures for conducting appropriate ceremonies for Kindergarten, Grade 6, Grade 10 and Grade 12 learners who meet the curriculum requirements at the end of each school year.

**IV. Procedures**

1. At the end of each school year, the DepEd shall conduct the following **End-of-School-Year (EOSY) Rites**<sup>1</sup>:

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<sup>1</sup> Basic education is comprised of two major levels: elementary and secondary. A graduation ceremony is the End-of-School-Year (EOSY) rite that marks the learners' completion of such major levels in Grade 6 and Grade 12. A moving up ceremony is the EOSY rite for Kindergarten and Grade 10 learners.

Grade Level Completers	Ceremony	Proof of Completion
Kindergarten	Moving Up	Kindergarten Certificate
Grade 6	Graduation	Elementary Certificate
Grade 10	Moving Up	Junior High School Certificate
Grade 12 learners from a. Schools with DepEd-approved K to 12 transition plans b. Schools with permit to operate Senior High School since 2014 c. International schools with K to 12 Program	Graduation	Senior High School Diploma

2. The annual theme for the ceremonies shall be published in a DepEd Memorandum. Schools, schools division offices (SDOs), or regional offices (ROs) may translate the theme in their respective Mother Tongues.
3. The EOSY rites shall be scheduled in accordance with the school calendar published every school year. Schools, SDOs, or ROs with an extended school year will have to be guided by their approved revised school calendar.
4. DepEd reiterates the following policies:

- a. Graduation and Moving Up Ceremonies should be simple but meaningful. While these rites mark a milestone in the lives of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue;
- b. Non-academic projects articulated in DepEd Order (DO) No. 66, s. 2017 entitled *Implementing Guidelines on the Conduct of Off-Campus Activities* such as attendance to field trips, film showing, junior-senior promenade, and other school events should not be imposed as requirements for graduation or completion.

**For Public Schools only**

- c. Expenses relative to the activity should be charged to the school's Maintenance and Other Operating Expenses, subject to existing guidelines;
  - d. **No DepEd personnel shall be allowed to collect any kind of contribution or fee for the graduation/moving up ceremony.**
5. Casual or formal wear, or school uniform, shall still be the recommended moving up/graduation attire. The use of toga or sashay may also be allowed as an additional garb.

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6. The format of the certificate of completion and diploma must be in accordance with DO No. 31, s. 2019, **The Department of Education Service Marks and Visual Identity Manual**, Enclosure No. 1, pages 44 to 46.

For private elementary and secondary schools, technical and vocational institutions (TVIs), and higher education institutions (HEIs) including state universities and colleges (SUCs) and local universities and colleges (LUCs)	The use of the enclosed completion certificate and diploma templates is <b>optional</b> . The signature of the school head is required, while the signature of the Schools Division Superintendent is not required.
For public elementary and secondary schools	The use of the cited completion certificate and diploma templates is <b>required</b> .

7. Awarding of honors to learners from Grades 1 to 12 shall follow the guidelines stipulated in DO No. 36, s. 2016 entitled *Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program*.
8. Further, the EOSY rites shall be conducted in an appropriate solemn ceremony befitting the learners and their parents and **shall not be used as a political forum**. The DepEd reiterates the strict compliance with DO No. 48, s. 2018 entitled **Prohibition of Electioneering and Partisan Political Activity**.

#### V. Monitoring and Evaluation

The School Heads shall be primarily responsible for supervising the implementation of this policy in their schools, ensuring that the provisions are communicated to all concerned stakeholders in the school community.

The ROs and SDOs shall jointly monitor the compliance of schools with these guidelines.

Feedback shall be provided to the DepEd and used to evaluate the policy for continuous improvement of its design and implementation. Such information shall be addressed to the **Office of the Director IV of the Bureau of Learning Delivery** through email at [bid.od@deped.gov.ph](mailto:bid.od@deped.gov.ph). Or at telephone numbers (02) 8637-4346 and 8637-4347.

#### VI. Effectivity/Transitory Provisions

This Order shall take effect immediately upon its approval and shall remain in force and in effect for the duration of the K to 12 Basic Education Program, unless sooner repealed, amended or rescinded. All previous issuances relative to this Order which are found inconsistent are deemed superseded or modified accordingly.

*Handwritten initials/signature*

This Order shall be filed with the Office of the National Administrative Register (ONAR) of the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.

**VII. References**

**DepEd Order No. 31, s. 2019:** *"The Department of Education Service Marks and Visual Identity Manual"*

**DepEd Order No. 21, s. 2019:** *"Policy Guidelines on the K to 12 Basic Education Program"*

**DepEd Order No. 7, s. 2019:** *"School Calendar for School Year 2019-2020"*

**DepEd Order No. 2, s. 2019:** *"School Year 2018-2019 K to 12 Basic Education Program End of School Year Rites"*

**DepEd Order No. 45, s. 2018:** *"Prohibition of Electioneering and Partisan Political Activity"*

**DepEd Order No. 12, s. 2018:** *"Revision to DepEd Order No. 6, s. 2018 (School Year 2017-2018 K to 12 Basic Education Program End of School Year Rites)"*

**DepEd Order No. 6, s. 2018:** *"School Year 2017-2018 K to 12 Basic Education Program End of School Year Rites"*

**DepEd Order No. 66, s. 2017:** *"Implementing Guidelines on the Conduct of Off-Campus Activities"*

**DepEd Order No. 8, s. 2017:** *"School Year 2016-2017 K to 12 Basic Education Program End of School Year Rites"*

**DepEd Order No. 36, s. 2016:** *"Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program"*

**DepEd Order No. 7, s. 2016:** *"School Year 2015-2016 K to 12 Basic Education Program End of School Year Rites"*

**DepEd Order No. 9, s. 2014:** *"2014 Graduation Rites"*

**DepEd Order No. 9, s. 2013:** *"2013 Graduation Rites"*

**DepEd Order No. 9, s. 2012:** *"2012 Graduation Rites"*

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