

# Republic of the Philippines Department of Education Region VI - Western Visayas DIVISION OF AKLAN



Arch. Gabriel M. Reyes Street, Kalibo, Aklan

26 February 2018

#### DIVISION MEMORANDUM No. \_\_\_\_\_\_\_\_ s. 2018

# SCHOOL YEAR (SY) 2017-2018 K to 12 BASIC EDUCATION PROGRAM END OF SCHOOL YEAR RITES

To: Chief Education Supervisors

Education Program Supervisors/Coordinators Public Schools District Supervisors (PSDSs)/

Principals/Head Teacher In-Charge of the District (PIDs/HTID)

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. 6, s. 2018 re: SY 2017-2018 K to 12 Basic Education Program End of School Year Rites (attached herewith).
- 2. Junior-Senior promenade (JS Prom) is prohibited in public schools but highly discouraged in private schools.
- 3. School heads must accomplish and submit the attached form, noted by the PSDS/PID/HTID, 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 23 March 2018, attention: SEPS Rita M. Rey, SGOD-School Management M&E Section.
- 4. The following will be the division representative to confirm graduation and/or completion:

and/or completion.		
District	Division Representative	
1. Altavas	PSDS Nerissa M. Repaz	
2. Balete	EPS Edselyn T. Biray, PhD	
3. Banga	EPS Johann C. Cawalin	
4. Batan	EPS Ariel Z. Zubiaga	
5. Buruanga	EPS Ma. Corazon R. Panaligan	
6. Ibajay East	SEPS Mar Bien Gregory G. Parel, UAP	
7. Ibajay West	SEPS Rita M. Rey	
8. Kalibo I	CES Dobie P. Parohinog, PhD	
9. Kalibo II	EPS Mary Cherry Lynn M. Dalipe, EdD	
10. Lezo	EPS Rebecca R. Ibaretta	
11. Libacao	SEPS Leilanie F. Sindingan, PhD	
12. Madalag	EPSt II Roland F. Democrito	
13. Makato	CES Michael T. Rapiz	
14. Malay	EPS Kyzil D. Lipar, PhD	
15. Malinao	EPS Marth S. Tropa	
16. Nabas	EPS Marivic I. Tolentino	
17. New Washington	EPSt II June R. Patricio	
18. Numancia	EPS Ruby Agnes B. Estrada	
19. Tangalan	SEPS Edna R. Ayon	
17. 1201 (2000)		

"May katawhayan ag kalipayan sa among mga escuelahan."

The Schools Division Superintendent and the Assistant Schools Division Superintendent may be invited by any school to give inspirational message.

- 5. Private schools may deviate from the schedule provided the number of school days are observed and proper communication be furnished this office through the OPSDS/OPID/OHTID.
- 6. Immediate dissemination of and strict compliance with this memorandum is strongly desired.

Dr. ERMESTO F. SERVILLON, Jr., MNSA, CESO VI Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent

Inclosure/s: as stated

Reference: DepED Order No. 6, s. 2018

Allotment: 1-2 (R.O. 12-94)

To be indicated in the <u>Perpetual Index</u> under the following subjects:

GRADUATION

**LEARNERS** 

POLICY

SCHOOLS

/mtr

Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_ s. 2018

"May katawhayan ag kalipayan sa among mga escuelahan."



Republic of the Philippines
Department of Education
Region VI – Western Visayas

DIVISION OF AKLAN
District of



(Name of School)

(School Address)

Date !

#### CERTIFICATION

This is to certify that I have read and understood the contents of DepED Order No. 6, s. 2018 and Division Memorandum No. \_\_\_\_, s. 2018 re: SY 2017-2018 K to 12 Basic Education Program End of School Year Rites.

School Head (Signature over printed name)

PSDS/PID

(Signature over printed name)

Noted:



#### Republic of the Philippines

# Department of Education

.15 FEB 2018

DepEd ORDER No. **06**, s. 2018

#### SCHOOL YEAR 2017-2018 K TO 12 BASIC EDUCATION PROGRAM END OF SCHOOL YEAR RITES

To: Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Regional Secretary, ARMM
 Regional Directors
 Schools Division Superintendents
 Public and Private Elementary and Secondary School Heads
 All Others Concerned

1. For School Year (SY) 2017-2018, the Department of Education (DepEd) announces the conduct of the following **End of School Year Rites**:

Grade Level Completers	Ceremony	Proof of Completion
Kindergarten	Moving Up or Completion	Kindergarten Certificate (Enclosure No. 1)
Grade 6	Graduation	Elementary Certificate (Enclosure No. 2)
Grade 10	Moving Up or Completion	Junior High School Certificate (Enclosure No. 3)
Grade 12 learners from  a. Schools with DepEd-approved   K to 12 transition plan  b. Schools with permit to operate   Senior High School since 2014  c. International schools with K to   12 Program	Graduation	Senior High School Diploma (Enclosure No. 4)

- 2. The 2018 ceremonies shall focus on the theme Mag-aaral ng K to 12: Handa sa Hamon ng Buhay (K to 12 Learners: Ready to Face Life's Challenges). Schools, divisions, or regions may translate the theme in Mother Tongue. This theme highlights the role of K to 12 Basic Education Program in harnessing the skills and competencies of the Filipino learners to face life's challenges.
- 3. As announced in Enclosure No. 1 of DepEd Order (DO) No. 25, s. 2017 entitled School Calendar for School Year 2017-2018, the end of school year rites should be scheduled not earlier than **April 2**, 2018 but not later than **April 6**, 2018. Schools, divisions, or regions with an extended school year will have to be guided by their approved revised school calendar.

- All Grade 12 learners are required to take the Basic Education Exit Assessment (BEEA) which will be conducted before April 6, 2018. Details of the examination will be issued on a separate memorandum.
- In line with the government's austerity program, DepEd reiterates the following policies:
  - a. Graduation rites should be simple but meaningful which encourage civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue;
  - b. Moving Up or Closing Ceremonies should be simple involving only the learners, their parents and the school; and
  - c. Non-academic projects 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

- d. Expenses relative to the activity should be charged to the school's Maintenance and Other Operating Expenses under the 2018 Budget;
- e. Any DepEd personnel should not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution; and
- f. Contribution for the annual yearbook, if any, should be on a voluntary basis.
- 6. Use of enclosed completion certificate and diploma templates:

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)

For public elementary and secondary schools

The use of the enclosed completion certificate and diploma templates is optional. The signature of the school head is required, while the signature of the schools division superintendent is not required.

The use of the enclosed completion certificate and diploma templates is required.

- Awarding of honors to learners from Grades 1 to 12 shall follow the guidelines stipulated in DO 36, s. 2016 entitled Policy Guidelines on Awards and Recognition for K to 12 Basic Education Program.
- Further, the end of school year rites and moving up or closing ceremony should be 8. conducted in an appropriate solemn ceremony belitting the learners and their parents, and shall not be used as a political forum.
- Immediate dissemination of and strict compliance with this Order is directed.

LEONOR MAGTOLIS BRIONES

Secretary

Encls.:

As stated

References:

DepEd Order: Nos. 8 and 25, s. 2017, and 36, s. 2016

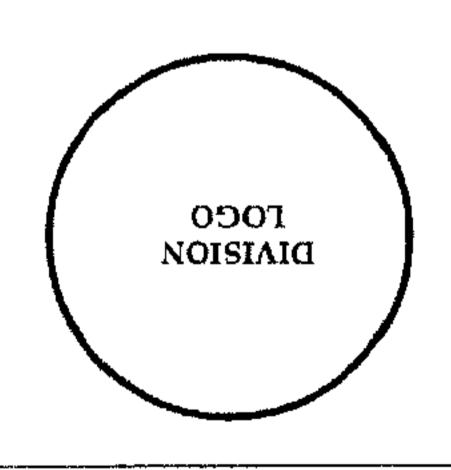
To be indicated in the <u>Perpetual Index</u> under the following subjects:

BASIC EDUCATION
CERTIFICATE
DIPLOMA
GRADUATION
JUNIOR HIGH SCHOOL
KINDERGARTEN EDUCATION
LEARNERS
POLICY
SENIOR HIGH SCHOOL

DJP, DO School Year 2017-2018 K to 12 BEP End of School Year Rites 0125-February 8/9, 2018

(Enclosure No. 1 to DepEd Order No. 06, s. 2018)

## SAMPLE TEMPLATE FOR KINDERGARTEN CERTIFICATE



saujddijjyck ayi jo ajjgndays ernigiliek yn rálldugsÆ

Ragawaran ng Coukaspon

noisesudd do thamtingse.

REGION XXX REHIYON XXX

DIAISION OF XXXXXXX SANGAY NG XXXXXXX

**PUROK NG XXXXXX** 

DISTRICT OF

#### XXXXXX ELEMENTARY SCHOOL

This certifies that Pinatutunayan nito na si

# JUAN A. DELA CRUZ

Learner Reference Number (LRM): xxxxxxxxxxxx

has satisfactorily completed the requirements for Elementary School as prescribed ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda

by the Department of Education and is therefore awarded this ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong

# CERTIFICATE **KATUNAYAN**

Signed in Xxxxxxxxxx, Philippines on the  $\underline{\hspace{0.1cm}}^{th}$  day of April 2018. Nilagdaan sa Xxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2018.

#### XXXXXXXXX

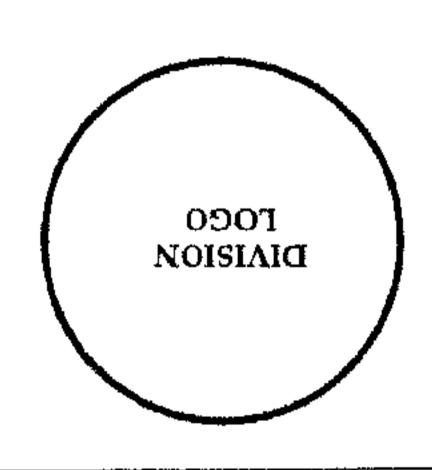
Schools Division Superintendent Pansangay na Tagapamanihala ng mga Paaralan

XXXXXXXXX

1nqioning Punong-Guro

(Enclosure No. 2 to DepEd Order No. 06, s. 2018)

# SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



kentigiliek yn edildugsÆ kondgilidek odi do vildugsÆ ukkind<sup>k</sup>d van verenderek

nogzkáudD yn nerkakpen

noppengo jo plaupardage

BEHILON XXX

DIAISION OF XXXXXXXX SANGAY NG XXXXXXXX

PUROK NG XXXXXX

DISTRICT OF

#### XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si This certifies that

# JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxx

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

# KATIBAYAN AMOJIJIG

Nilagdaan sa Xxxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2018. Signed in Xxxxxxxxx, Philippines on the \_\*\*\* day of April 2018.

#### XXXXXXXXX

Pansangay na Tagapamanihala ng mga Paaralan Schools Division Superintendent

XXXXXXXXX

Punong-Guro Principal

(Enclosure No. 3 to DepEd Order No. 06, s. 2018)

# SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION



kanigiliek yn adildugaÆ

क्रमार्थक्रीरेतिहरू भीत ३० भागात्रमञ्जू

Aagawaran ng Edukasyon

Mepartment of Education

*BEGION XXX* **KEHILON XXX** 

SANGAY NG XXXXXXX

DIAISION OF XXXXXXXX

XXXXXX HICH SCHOOL

Pinatutunayan nito na si

This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxx

Secondary Schools of the Department of Education and is therefore awarded this Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong has satisfactorily completed the requirements for Junior High School prescribed for ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Junior High School na itinakda para sa

# CEKLILICVLE **KATUNAYAN**

Signed in Xxxxxxxxx Philippines on the  $\underline{\hspace{0.2cm}}^{lh}$  day of April 2018. Nilagdaan sa Xxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2018.

XXXXXXXXX

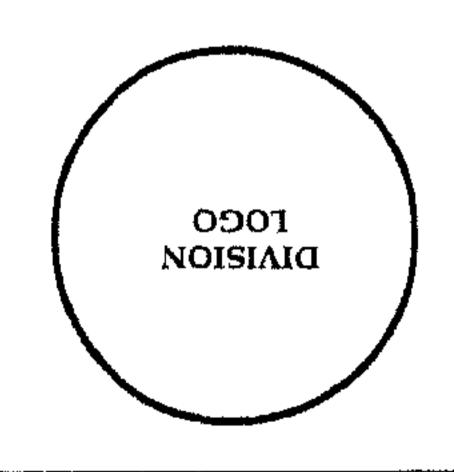
Schools Division Superintendent Pansangay na Tagapamanihala ng mga Paaralan

XXXXXXXXX

Principal Punong-Guro

(Enclosure No. 4 to DepEd Order No. <u>06</u>, s. 2018)

### SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA



gaujddijihek ahi jo ijiqnda yr Armigilieft yn raildugsAf

nogskäudD yn nerkwere.

noireaudh to thannargass.

**KECION XXX KEHIKON XXX** 

SANGAY NG XXXXXXX

DIAISION OF XXXXXXXX

#### XXXXXX HIGH 2CHOOF

This certifies that Pinatutunayan nito na si

## JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxx

has satisfactorily completed the requirements for graduation in Senior High School ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School

SLKVND
GNAATZ_

\_TRACK AT\_ TRACK AND

prescribed for Secondary Schools of the Department of Education and is therefore awarded this na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong

# **KATIBAYAN**

DIPLOMA

Signed in Xxxxxxxxx Philippines on the \_\_th day of April 2018. Nilagdaan sa Xxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2018.

#### XXXXXXXXX

Schools Division Superintendent Pansangay na Tagapamanihala ng mga Paaralan

XXXXXXXXX

Punong-Guro

Principal