



26 February 2018

DIVISION MEMORANDUM

No. 081 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:

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. Ibaday East	SEPS Mar Bien Gregory G. Parel, UAP
7. Ibaday 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. Trope
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

"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. ERNESTO 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 Perpetual Index
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)

Noted:

PSDS/PID
(Signature over printed name)



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.

4. **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.

5. 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)	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.
For public elementary and secondary schools	The use of the enclosed completion certificate and diploma templates is required .

7. 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.

8. Further, the end of school year rites and moving up or closing ceremony should be conducted in an appropriate solemn ceremony befitting the learners and their parents, and **shall not be used as a political forum**.

9. 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 Perpetual Index
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

SAMPLE TEMPLATE FOR KINDERGARTEN CERTIFICATE



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXXX

PUROK NG XXXXXX
DISTRICT OF

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

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 pinagkaloooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-___ ng Abril 2018.
Signed in XXXXXXXXX, Philippines on the ___th day of April 2018.

XXXXXXXXXX

Pansangay na Tagapamamahala ng mga Paaralan
Schools Division Superintendent

XXXXXXXXXX
Punong-Guro
Principal

SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



Republika ng Pilipinas
Republik of the Philippines
Kagawaran ng Edukasyon
Department of Education

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXX
DIVISION OF XXXXXXXX

PUROK NG XXXXXX
DISTRICT OF

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si

This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

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
DIPLOMA

Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-___ ng Abril 2018.
Signed in XXXXXXXX, Philippines on the ___th day of April 2018.

XXXXXXXXXX
Pansangay na Tagapamamihala ng mga Paaralan
Schools Division Superintendent

XXXXXXXXXX
Punong-Guro
Principal

SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education

REHIVON XXX
REGION XXX
SANGAY NG XXXXXXXX
DIVISION OF XXXXXXXX

XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxxxx

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

KATUNAYAN
CERTIFICATE

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-___ ng Abril 2018.
Signed in XXXXXXXXX, Philippines on the ___th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamamahala ng mga Paaralan
Schools Division Superintendent

SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA



Republika ng Pilipinas
Republika ng Pilipinas
Kagawaran ng Edukasyon
Department of Education
REHIVON XXX
REGION XXX
SANGAY NG XXXXXXXX
DIVISION OF XXXXXXXX

XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

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

TRACK AND STRAND
TRACK AT STRAND

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

KATIBAYAN
DIPLOMA

Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-____ ng Abril 2018.
Signed in XXXXXXXX, Philippines on the ____ day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamamihala ng mga Paaralan
Schools Division Superintendent