



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



February 19, 2019

**DIVISION MEMORANDUM**

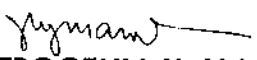
No. 57 s. 2019

**SUBMISSION OF SPECIAL ORDERS OF QUALIFIED GRADE 12 LEARNERS FOR SY 2018-2019**

**To: Chief Education Supervisors**  
**Education Program Supervisors/Coordinators**  
**Public Schools District Supervisors**  
**Senior /Education Program Specialists**  
**Heads of Private Secondary**  
**and Integrated Schools**  
**District Private Schools Coordinators**  
**All Others Concerned**

1. Please find attached Regional Memorandum No. 041, s. 2019, re: Submission of Special Orders of Qualified Grade 12 Learners for SY 2018-2019.
2. Deadline of submission to the Division Office will be on February 26, 2019, attn.: Mr. Johann C. Cawaling, Education Program Supervisor, In-charge of Private Schools.
3. Compliance should be strictly observed.
4. Immediate and wide dissemination of this Memorandum is enjoined.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**PATROCENIA Y. MAMBURAM**  
Administrative Officer V  
In-charge of the Division *ji*

Enclosure: as stated

Reference: Regional Memorandum No. 041, s. 2019

Allotment: 5 (R.O. 12-94)

To be indicated in the Perpetual Index

Under the following subjects:

<b>LEGISLATION</b>	<b>PERMIT</b>	<b>POLICY</b>	<b>SCHOOLS</b>	<b>SENIOR HIGH SCHOOLS</b>
<b>TECHNICAL EDUCATION</b>		<b>VOCATIONAL EDUCATION</b>		



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



January 6<sup>th</sup> 2019

REGIONAL MEMORANDUM  
No. 041 s. 2019

To: SCHOOLS DIVISION SUPERINTENDENTS

**SUBMISSION OF SPECIAL ORDERS OF QUALIFIED GRADE 12 LEARNERS  
FOR SY 2018-2019**

1. Relative to DepEd Order No. 10, s. 2018 entitled, "**Guidelines on the Issuance of Special Orders (SO) for the Approval of the Eligibility for Graduation from SHS of Grade 12 Learners enrolled in Private Schools/Colleges and Technical-Vocational Institutions (TVIS) for SY 2017-2018**", the Regional Office 6 through the Quality Assurance Division, informs the Schools Division Offices (SDO) of the submission of Special Orders of qualified Grade 12 learners for SY 2018-2019.
2. Applications for special orders of qualified Grade 12 learners for SY 2018-2019 shall be filed by the school through the SDOs for evaluation. Supporting documents to be attached to SO applications are Students' Permanent Record, List of Graduating Students signed by the School Head and Certified true copy of the Permit to Operate SHS.
3. The SDOs shall endorse the evaluated special orders to the Regional Office (RO) for validation with attached Certified true copy Permit to Operate SHS and List of Graduating Students duly signed by the School Head.
4. The RO return the approved special orders to the school through the SDO. Attached are the sampled format of Special Order in long size bond paper and SDO SO Process Flow as agreed during a conference last December 27, 2018.
5. **Deadline for the submission of special orders in the Regional Office is on March 1, 2019.** For inquiries pls contact Dr. Lily Marilyn D. Sajonia @ Cel# 09084378367.
5. Immediate dissemination of and compliance with this memo is directed.

VICTOR G. DE GRACIA JR., PhD, CESO V  
Schools Division Superintendent  
OIC, Office of the Asst Regional Director

Encl: As stated

References: DepEd Order No. 10, s. 2018  
DepEd Order No. 88, s. 2010

To be indicated in the Perpetual Index under the following subjects:

LEGISLATION  
SCHOOLS  
VOCATIONAL EDUCATION

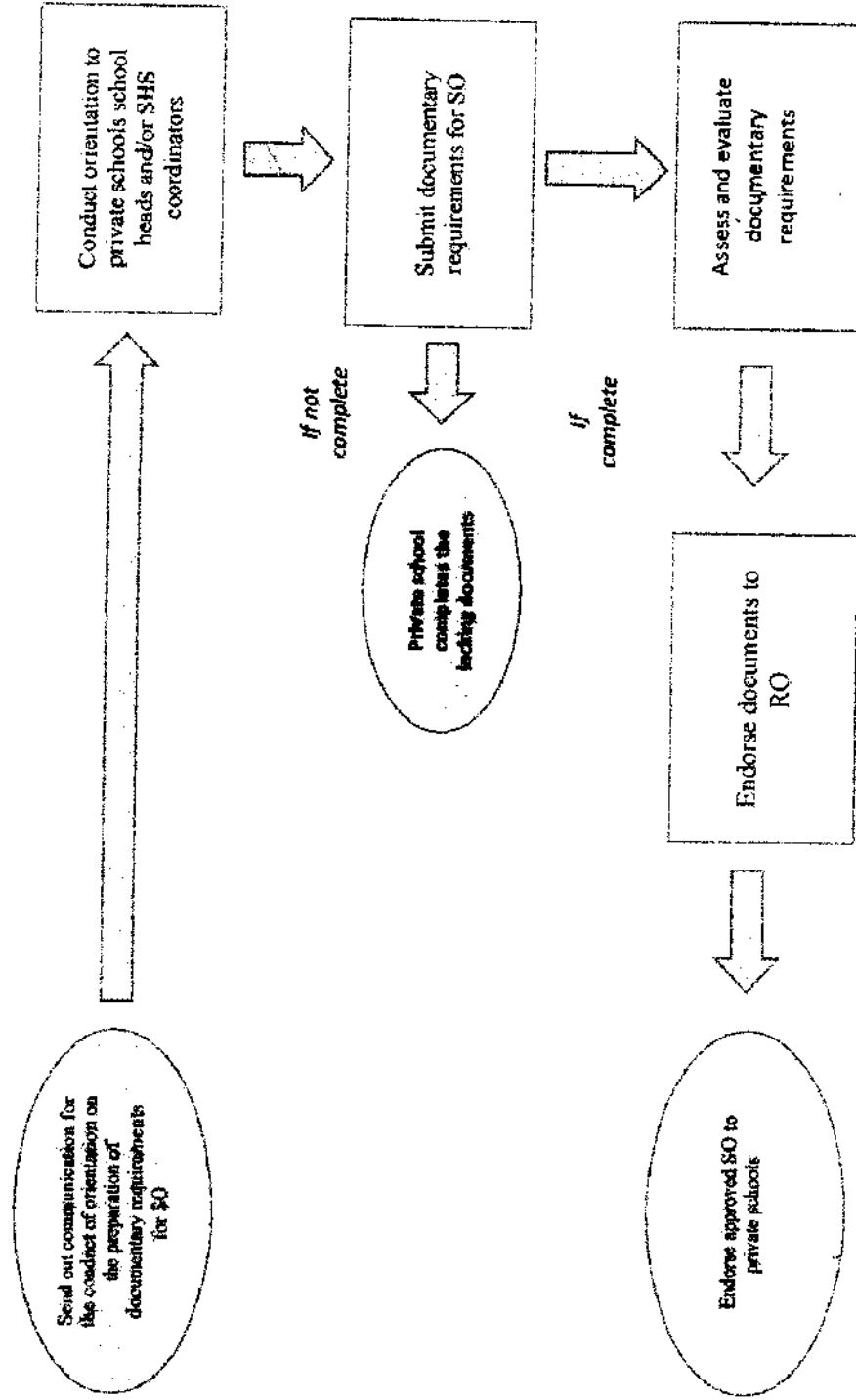
PERMIT  
SENIOR HIGH SCHOOLS

POLICY  
TECHNICAL EDUCATION

Tel Nos.: 509 7653/335 0207 (ORD), 336 2816 (ARD), 330 5021/336 1120 (Adm), 336 8846 (Budget), 503 3095

# FLOW CHART

## (Processing of Special Order)





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



} 2 space  
Date: February 2019  
} 2 space *actual date*

**SPECIAL ORDER (A) (R-VI)**

No. *to leave blank* s. *to leave blank*  
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On the basis of records submitted by the NAME OF SCHOOL, School  
Address, approval of the eligibility for graduation in Senior High School ( *sample*  
**Technology, Engineering and Mathematics Strand**) of the following as of April 2018 upon *specify Strand*  
the satisfactory completion of the Academic Requirement of the K to 12 Basic Education  
Curriculum is hereby given and made a matter of Record:

- } 2 space
- |  |     |
|--|-----|
| 1. Surname, First Name, Middle Initial | 21. |
| 2.                                     | 22. |
| 3.                                     | 23. |
| 4.                                     | 24. |
| 5.                                     | 25. |
| 6.                                     | 26. |
| 7.                                     | 27. |
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| 12.                                    | 32. |
| 13.                                    | 33. |
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| 16.                                    | 36. |
| 17.                                    | 37. |
| 18.                                    | 38. |
| 19.                                    | 39. |
| 20.                                    | 40. |

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. *infer to the number of students, above*

(NOT VALID WITHOUT SEAL  
WITH ERASURE OR ALTERATION)

**FOR THE SECRETARY OF EDUCATION:**

font size 8  
Course Status Verified By: \_\_\_\_\_  
(SHS Acad. Coordinator-School Level Name & Signature)  
List of Graduating Students  
Verified By: \_\_\_\_\_  
(SH School Head Name & Signature)  
Evaluated By: \_\_\_\_\_  
(SDO Evaluator Name & Signature)  
Reviewed By: \_\_\_\_\_  
(SGOD Chief Name & Signature)  
Validated By: \_\_\_\_\_  
(SDO Special Order Coordinator Name & Signature)

} 2 space  
**DONATO G. DELGADO, EdD**  
Chief, Quality Assurance Division

*Notes: Long Use long sig. bond paper*  
*font size: 12"*  
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*Margin: left 1" Top 1"*