



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

05 March 2026

DIVISION MEMORANDUM

No. 129 s 2026

**CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM END OF SCHOOL YEAR
(EOSY) RITES FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. With reference to DepEd Order No. 012. 2025, Multi-year Implementing Guidelines on the School Calendar and Activities and DepEd Memorandum No. 15, s. 2026, this Office announces the conduct of End of School Year (EOSY) Rites for Kindergarten, Grade 6, Grade 10, Grade 12 and Alternative Learning System (ALS) learners who satisfactorily meet the curriculum requirements at the end of School Year 2025-2026. The EOSY Rites shall be held on March 30-31, 2026. For those who wish to conduct the EOSY rites on March 28-29, 2026 are advised to submit a request letter to the Office of the Assistant Schools Division Superintendent thru email sdobatangas.asds@deped.gov.ph.

2. The theme of the SY 2025-2026 EOSY Rites shall be ***Filipino Graduates: Prepared to Lead with Competence and Character (Pilipinong Nagsipagtapos: Handang Mamuno nang May Kakayahan at Mabuting Pagkatao)***. This theme underscores that alongside competence, Filipino graduates are nurtured to become morally upright, compassionate, and service-oriented individuals who can lead with integrity and contribute positively to their communities and the nation.

3. The following provisions stipulated in DO 009. s. 2023 titled An Order Updating the Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-of-School Year Rites, are hereby reiterated:

- a. Graduation and Moving-Up ceremonies shall be simple but meaningful. While these rites mark a milestone in the lives of the learners, graduation and moving-up ceremonies shall be conducted without excessive spending, extravagant attire, or extraordinary venues.



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- b. Non-academic projects articulated in DO 66, s. 2017, Implementing Guidelines on the Conduct of Off-Campus Activities, such as attendance to field trips, film showings, Junior-Senior Promenade, and other school events shall not be imposed as graduation or completion requirements.
 - c. For public schools, expenses relative to the activity shall be charged to the school's Maintenance and Other Operating Expenses (MOOE) subject to existing guidelines. **No individual shall be allowed to collect any kind of contribution or fee from learners and teachers for the Graduation / Moving-Up Ceremonies** in accordance with the provision of DO 19, s.2008 (Implementation of No Collection Policy in All Public Elementary and Secondary Schools).
 - d. The format of Certificate of Completion and Diploma shall be in accordance with Enclosure 1, pages 44 to 46 of DO 031, s. 2019 (The Department of Education Service Marks and Visual Identity Manual).
4. The following provisions stipulated in DO 012 s. 2025, are likewise reiterated:
- a. The School Awards committee shall deliberate on awards and recognition at least five calendar days before the EOSY Rites to determine to determine the learners eligible for recognition and awards.
 - b. Public schools are strictly prohibited from requiring learners to accomplish EOSY financial clearances, in compliance with DO 19, S. 2008.
 - c. The last day of the SY shall be clearly indicated on all relevant school forms requiring such entry. This includes, but is not limited to, academic reports and other official school documents. Additionally, this date shall be communicated to learners, parents or legal guardians, and school personnel in a timely manner to ensure clarity and seamless coordination.
5. All learners, including transferees, who have met the standards, criteria and guidelines set in DO 36, s. 2016 titled Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program shall be recognized.
6. School officials shall put in place safety measures of the learners and attendees during the conduct of the ceremony.



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7. For graduates and completers, school uniform shall remain as the recommended moving-up/graduation attire. For school personnel, they may opt to wear comfortable but decent attire appropriate for the occasion other than the official school uniform.
8. In order to establish uniformity on the conduct of EOSY Rites, this Office provides Parts / Sequence of the Program for Moving-Up and Graduation Rites and templates for Presentation / Confirmation of Candidates for Graduation / Completion intended for all public elementary and secondary schools in SDO-Batangas Province (See Enclosure). Moreover, an Evaluation Checklist is also attached to guide the PSDS and the SDO Monitoring officials. The School Head shall provide the PSDS and SDO Monitoring Official with a copy of the Evaluation Sheet. All PSDSs shall submit the consolidated evaluation results on or before April 10, 2026.
9. Public Schools District Supervisors are advised to submit Schedule of EOSY Rites in their respective sub-offices on or before March 13, 2026, thru this link: <https://tinyurl.com/EOSYRitesScheduleSY25-26>.
10. The list of division officials who are delegated to confirm graduation and completion is attached in this Memorandum as Enclosure 4.
11. Immediate dissemination of and strict compliance with this Memorandum is strongly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent 

Enc. As Stated

Reference: None

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

Issuances-Division Memorandum

MBM/ CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM END OF SCHOOL YEAR (EOSY) RITES FOR SCHOOL YEAR 2025-2026/R2-150006/03-05-2026



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Enclosure No. 1 to Division Memorandum ____, s.2026

**PARTS / SEQUENCE OF PROGRAM FOR MOVING UP-CEREMONY
(Kindergarten and Grade 10)**

- I. Processional** (Completers, Parents, Teachers, School Head and other School Personnel, Other Guests, PSDS, SDO Representative, Guest Speaker)
Prosesyunal (Pagpasok ng mga mag-aaral na aangat ng antas, mga magulang, mga guro at kawani ng paaralan, punongguro, mga panauhin, Panauhing Tagapagsalita)
- II. Entrance of Colors
Pagpasok ng Kulay**
 - This may be included if the school has available scouts who can perform the task. If none, then the colors may be hoisted already on the stage before the program starts.
- III. Philippine National Anthem**
 - The Philippine National Anthem should be sung with fervor and an accordance with its original musical arrangement. This may be conducted by a Music/MAPEH teacher.
- IV. Prayer
Panalangin**
 - The prayer should be reflective and representative of the diversity of the learners of the school. This shall be led by the learner who ranks 5th in the roster of academic excellence awardees.
- V. Welcome Address
Bating Pagtanggap**
 - This shall be delivered by the learner who ranks 2nd in the roster of academic excellence awardees. This shall be delivered in not more than 5 minutes.
- VI. Presentation of the Candidates for Completion
Paghaharap/Pagpapakilala sa mga Mag-aaral na Aangat ng Antas**
 - This shall be done by the School Head. (see template)
- VII. Attestation of the Candidates for Completion
Pagpapatunay sa mga Mag-aaral na Aangat ng Antas**
 - This shall be done by the Public Schools District Supervisor. (see template)



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VIII. Confirmation of the Completers

Pagpapatibay sa mga Mag-aaral na Aangat ng Antas

- This shall be done by the Schools Division Superintendent. (see template)

Note:

If there is no DepEd official from SDO, RO and CO during the ceremony, the Confirmation of Completers shall be done by the PSDS, Attestation by the school head, while the Presentation of Candidates for Completion shall be done by the class adviser. In any event that the PSDS is not present and there is no SDO Representative, the Confirmation and Attestation shall be done by the School Head while the presentation of completers shall be done by the class adviser.

IX. Distribution of the Certificates of Completion

Paggagawad ng mga Katibayan ng Pag-angat ng Antas

- The school shall devise a scheme to maximize the utilization of time in the distribution of certificates especially for schools with large number of completers.

Note: The School Head shall hand the Completion Certificate over to the PSDS or SDO Representative who, in turn, shall hand the certificate to the completer.

X. Messages

Mga Mensahe

- Schools Division Superintendent
- Regional Director
- Secretary of Education
- Incumbent Local Chief Executive / Representative

XI. Introduction of the Guest Speaker

Pagpapakilala sa Panauhing Tagapagsalita

- The introduction shall focus on the personal and academic background of the guest speaker and to highlight his/her major accomplishments in life. This shall be done in not more than 3 minutes by the **School Head**.

XII. Inspirational Message

Mensahe ng Panauhing Tagapagsalita

- This shall be delivered by an invited successful alumna/alumnus/partner/sponsor. The message shall be done in not more than 15 minutes.



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XIII. Awarding of Honors
Paggagawad ng Medalya sa mga Mag-aaral na may Karangalan

- The announcement of honors shall be in alphabetical order following this sequence –With Honors, High Honors, Highest Honors

Note: Only Academic Honors shall be awarded during the Completion Ceremony. All other awards/recognition shall be given during the School Recognition Day. The School Head / PSDS / SDS / ASDS shall hand over the medal to the parent who, in turn shall confer it to the learner.

XIV. Message of Gratitude
Mensahe ng Pasasalamat

- This shall be delivered by the learner who was awarded with top academic honors. The message shall focus on the theme of the ceremony and it shall not be more than 10 minutes.

XV. Pledge of Loyalty
Panunumpa ng Katapatan

- This shall be led by a completer with Academic Excellence Award (4th in rank) selected by the committee in-charge of the ceremony with the approval of the school head.

XVI. Singing of a Song of Celebration and Thanksgiving / Completion Song
Awit ng Pasasalamat

- This shall be properly sung by the completers.

XVII. Closing Remarks
Pangwakas na Pananalita

- This shall be delivered by a completer with Academic Excellence (3rd in rank).

XVIII. Recessional
Resesyunal



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Enclosure No. 2 to Division Memorandum ____, s.2026

PARTS / SEQUENCE OF PROGRAM FOR GRADUATION
(Grade 6 and Grade 12)

- I. ProceSSIONAL** (Graduating Students, Parents, Teachers, School Head and other School Personnel, Other Guests, PSDS, SDO Representative, Guest Speaker)
Prosesyunal (Pagpasok ng mga magsisipagtapos, mga magulang, mga guro at kawani ng paaralan, punongguro, mga panauhin, Panauhing Tagapagsalita)
- II. Entrance of Colors**
Pagpasok ng Kulay
 - This may be included if the school has available scouts who can perform the task. If none, then the colors may be hoisted already on the stage before the program starts.
- III. Philippine National Anthem**
 - The Philippine National Anthem should be sung with fervor and an accordance with its original musical arrangement. This may be conducted by a Music/MAPEH teacher.
- IV. Prayer**
Panalangin
 - The prayer should be reflective and representative of the diversity of the learners of the school. This shall be led by the learner who ranks 5th in the roster of academic excellence awardees.
- V. Welcome Address**
Bating Pagtanggap
 - This shall be delivered by the learner who ranks 2nd in the roster of academic excellence awardees. This shall be delivered in not more than 5 minutes.
- VI. Presentation of the Candidates for Graduation**
Paghaharap/Pagpapakilala sa mga Magsisipagtapos
 - This shall be done by the School Head. (see template)
- VII. Attestation of the Candidates for Graduation**
Pagpapatunay sa mga Magsisipagtapos
 - This shall be done by the Public Schools District Supervisor. (see template)



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VIII. Confirmation of Graduates

Pagpapatibay sa mga Magsisipagtapos

- This shall be done by the Schools Division Superintendent. (see template)

Note:

If there is no DepEd official from SDO, RO and CO during the ceremony, the Confirmation of Graduation shall be done by the PSDS, Attestation by the school head, while the Presentation of Candidates for Graduation shall be done by the class adviser. In any event that the PSDS is not present and there is no SDO Representative, the Confirmation and Attestation shall be done by the School Head while the presentation of graduates shall be done by the class adviser.

IX. Distribution of the Certificates of Graduation

Paggagawad ng mga Katibayan ng Pagtatapos

- The school shall devise a scheme to maximize the utilization of time in the distribution of certificates especially for schools with large number of graduates.

Note: The School Head shall hand the Graduation Certificate over to the PSDS or SDO Representative who, in turn, shall hand the certificate to the graduates.

X. Messages

Mga Mensahe

- Schools Division Superintendent
- Regional Director
- Secretary of Education
- Incumbent Local Chief Executive / Representative

XI. Introduction of the Guest Speaker

Pagpapakilala sa Panauhing Tagapagsalita

- The introduction shall focus on the personal and academic background of the guest speaker and to highlight his/her major accomplishments in life. This shall be done in not more than 3 minutes by the **School Head**.

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Mensahe ng Pasasalamat

- This shall be delivered by the learner who was awarded with top academic honors. The message shall focus on the theme of the ceremony and it shall not be more than 10 minutes.

XV. Pledge of Loyalty

Panunumpa ng Katapatan

- This shall be led by a completer with Academic Excellence Award (4th in rank) selected by the committee in-charge of the ceremony with the approval of the school head.

**XVI. Singing of a Song of Celebration and Thanksgiving / Graduation Song
Awit ng Pasasalamat**

- This shall be properly sung by the graduates.

XVII. Closing Remarks

Pangwakas na Pananalita

- This shall be delivered by a graduate with Academic Excellence (3rd in rank).

XVIII. Recessional

Resesyunal



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Enclosure 3 to Division Memorandum No. _____, s. 2026

TEMPLATE / SCRIPT FOR PRESENTATION, ATTESTATION AND CONFIRMATION OF COMPLETERS AND GRADUATES

PRESENTATION OF CANDIDATES FOR COMPLETION (KINDERGARTEN/GRADE 10)

Good Morning/Afternoon! To our Schools Division Superintendent, Dr. Marites A. Ibañez, I have the honor to present to you the candidates for completion of School Year 2025-2026, composed of ___ boys and ___ girls with a total of _____. They have satisfactorily completed the requirements for completion prescribed by the Department of Education under the Kindergarten / Junior High School Curriculum.

PAGPAPAKILALA

Magandang araw po! Sa ating kagalang-galang na Pansangay na Tagapamanihala ng mga Paaralan sa Sangay ng Batangas, Dr. Marites A. Ibañez ikinararangal ko pong iharap sa inyo ang mga batang aangat ng antas ngayong Taong Panuruan 2025-2026 na binubuo ng _____ na mga batang lalaki at _____ na mga batang babae na may kabuoang _____. Kasiya-siya po silang nakatupad ng mga kinakailangan para sa Kurikulum ng Kindergarten / Junior High School na itinakda ng Kagawaran ng Edukasyon.

ATTESTATION OF CANDIDATES FOR COMPLETION (KINDERGARTEN/GRADE 10)

Good day / afternoon. As Public Schools District Supervisor of _____, I hereby attest that the ___ boys and ___ girls with a total of _____ of _____ (name of school) have satisfactorily completed the requirements for completion prescribed by the Department of Education under the Kindergarten / Junior High School Curriculum. I am requesting our Schools Division Superintendent, Dr. Marites A. Ibañez, to confirm their completion.



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PAGPAPATUNAY

Magandang araw po! Bilang Pampurok na Tagamasid ng Purok ng _____, pinatutunayan ko na ang _____ mga batang lalaki at _____ na mga batang babae, na may kabuoang _____ ay kasiya-siyang nakatupad ng mga kinakailangan ng Kurikulum ng Kindergarten/Junior High School. Kaya't hinihiling ko sa ating Pansangay na Tagapamanihala ng mga Paaralan, Dr. Marites A. Ibañez na pagtibayin ang kanilang pag-angat ng antas.

CONFIRMATION OF COMPLETION (KINDERGARTEN / GRADE 10)

By virtue of the authority vested in me as Schools Division Superintendent of SDO-Batangas Province, and having been presented and duly certified by the School Head/Principal / PSDS that you have satisfactorily completed the requirements of the Kindergarten / Junior High School Curriculum as prescribed by the Department of Education, I now confirm you as Kindergarten / Junior High School Completers of _____ (school) for School Year 2025-2026. You are now eligible to receive your Certificate of Completion. Congratulations!

PAGPAPATIBAY

Sa bisa ng kapangyarihang ipinagkaloob sa akin bilang Pansangay na Tagapamanihala ng mga Paaralan, Sangay ng Lalawigan ng Batangas, at sapagkat kayo ay naipakilala at napatunayan na ng Punong-guro/ Pampurok na Tagamasid na kasiya-siyang nakatupad ng mga kinakailangan para sa Kurikulum ng Kindergarten / Junior High School, pinagtibay ko ang inyong pag-angat ng antas mula Kindergarten / Junior High School ngayong Taong Panuruan 2025-2026.

Kayo ngayon ay tatanggap ng katibayan ng pag-angat ng antas.

Maligayang bati sa inyo!



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PRESENTATION OF CANDIDATES FOR GRADUATION
(Grade 6 / Grade 12)

Good Morning/Afternoon! Sir/Madam. To our Schools Division Superintendent, Dr. Marites A. Ibañez, I have the honor to present to you the candidates for graduation of School Year 2025-2026, composed of ___ boys and ___ girls with a total of ___ who have satisfactorily completed the requirements for graduation prescribed by the Department of Education for the Elementary Curriculum / Senior High School Curriculum.

PAGPAPAKILALA

Magandang umaga / hapon po sa inyong lahat! Sa ating kagalang-galang na Pansangay na Tagapamanihala ng mga Paaralan sa Sangay ng Batangas, Dr. Marites A. Ibañez, ikinararangal ko pong iharap sa inyo ang mga batang magsisipagtapos ngayong Taong Panuruan 2025-2026 na binubuo ng _____ na mga batang lalaki at _____ na mga batang babae na may kabuoang _____. Sila po ay kasiya-siyang nakatupad ng mga kinakailangan para sa Kurikulum ng Elementarya / Senior High School na itinakda ng Kagawaran ng Edukasyon.

ATTESTATION OF CANDIDATES FOR GRADUATION (Grade 6 / Grade 12)

Good day / afternoon. As Public Schools District Supervisor of _____, I hereby attest that the ___ boys and ___ girls with a total of ___ of _____ (name of school) have satisfactorily completed the requirements for graduation prescribed by the Department of Education under the Elementary / Senior High School Curriculum. I am requesting our Schools Division Superintendent, Dr. Marites A. Ibañez, to confirm their graduation.

PAGPAPATUNAY

Magandang araw po! Bilang Pampurok na Tagamasid ng Purok ng _____, pinatutunayan ko na ang _____ na mga batang lalaki at _____ na mga batang babae, na may kabuoang _____ ng _____ (paaralan), ay kasiya-siyang nakatupad ng mga kinakailangan ng Kurikulum ng Elementarya/Senior High School. Kaya't hinihiling ko sa ating Pansangay na Tagapamanihala ng mga Paaralan, Dr. Marites A. Ibañez, na pagtibayin ang kanilang pagtatapos.



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CONFIRMATION OF GRADUATION (Grade 6 / Grade 12)

By virtue of the authority vested in me as Schools Division Superintendent of SDO-Batangas Province, and having been presented and duly certified by the School Head/Principal/PSDS that you have satisfactorily completed the requirements of the Elementary Curriculum / Senior High School Curriculum as prescribed by the Department of Education, I now confirm you Elementary/Senior High School Graduates of _____ (school) for School Year 2025-2026. You are now eligible to receive your Certificate of Graduation. Congratulations!

PAGPAPATIBAY

Sa bisa ng kapangyarihang ipinagkaloob sa akin bilang Pansangay na Tagapamanihala ng mga Paaralan, Sangay ng Lalawigan ng Batangas, at sapagkat kayo ay naipakilala at napatunayan na ng Punong-guro/ Pampurok na Tagamasid na kasiyasiyang nakatupad ng mga kinakailangan ng Kurikulum ng Elementarya/Senior High School, pinagtitibay ko ang inyong pagtatapos sa Elementarya/ Senior High School ngayong Taong Panuruan 2025-2026.

Karapat-dapat na kayong tumanggap ng Katibayan ng Pagtatapos.

Maligayang bati sa inyo!



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Enclosure 4 to Division Memorandum No. _____, s. 2026

**LIST OF DIVISION MONITORING OFFICIALS FOR SY 2025-2026 END OF SCHOOL
 YEAR RITES**

MONITORING OFFICIAL	POSITION / DESIGNATION	ASSIGNED SUB-OFFICE
DAVID M. NUAY	CID CHIEF	SAN JOSE
MARIO MARAMOT	OIC-SGOD CHIEF	TALISAY
MARIAN L. ARIAS	EDUCATION PROGRAM SUPERVISOR	ROSARIO EAST
ROSALINDA A. MENDOZA	EDUCATION PROGRAM SUPERVISOR	IBAAN AND SAN PASCUAL
MACARIA CARINA C. CARANDANG	EDUCATION PROGRAM SUPERVISOR	TAAL AND SAN NICOLAS
ALFRED JAMES ELLAR	EDUCATION PROGRAM SUPERVISOR	TINGLOY
EMERSON B. DALANGIN	DIVISION SCIENCE COORDINATOR	PADRE GARCIA AND TAYSAN
LORETA V. ILAO	EDUCATION PROGRAM SUPERVISOR	LEMERY
MA. LETICIA JOSE C. BASILAN	EDUCATION PROGRAM SUPERVISOR	MALVAR
JIMMY J. MORILLO	EDUCATION PROGRAM SUPERVISOR	BAUAN EAST AND MABINI
ELIZABETH R. TOLENTINO	EDUCATION PROGRAM SUPERVISOR	CALATAGAN
MIGUEL B. ULARTE	EDUCATION PROGRAM SUPERVISOR	NASUGBU EAST
MERCY R. VILLANUEVA	EDUCATION PROGRAM SUPERVISOR	CUENCA AND ALITAGTAG
LOU C. PANALIGAN	ADMINISTRATIVE OFFICER V	MATAASNAKAHOY AND BALETE
ROSEMARIE A. ENCARNACION	SENIOR EDUC. PROGRAM SPECIALIST	BALAYAN EAST AND AGONCILLO
EVELYN C. DE SAGUN	SENIOR EDUC. PROGRAM SPECIALIST	BALAYAN WEST AND STA. TERESITA
ARIS U. DIMAANO	DIVISION PLANNING OFFICER	BAUAN WEST AND SAN LUIS
ANABEL E. MAGALONA	SENIOR EDUC. PROGRAM SPECIALIST	NASUGBU WEST
CORA V. SAMSON	SENIOR EDUC. PROGRAM SPECIALIST	SAN JUAN WEST
NOAH P. DUQUE	EPS II	LOBO
JESSA S. GUERRA	EPS II	SAN JUAN EAST
LEONCIA V. MARAMOT	EPS II	LAUREL
NENITA A. ADAME	PSDS	ROSARIO WEST
ELIZALDE L. PIOL	DIVISION INFORMATION OFFICER	LIAN AND TUY





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EVALUATION CHECKLIST FOR SY 2025-2026 END OF SCHOOL YEAR RITES

School: _____ Date of Moving-Up/Graduation _____
 Sub-Office _____ School Head: _____

Please share with us your honest evaluation of our Moving – Up / Graduation Ceremony. Your sincere feedback shall greatly contribute to the improvement of our future Moving-Up / Graduation Ceremonies. Thank you very much.

THEME: Filipino Graduates: Prepared to Lead with Competence and Character (Pilipinong Nagsipagtapos: Handang Mamuno nang May Kakayahan at Mabuting Pagkatao).

Direction: Please check the appropriate column that best describes your observation of the conduct of Moving-Up / Graduation Ceremony.

A. Adherence to DepEd Policy	Evident	Partially Evident	Not Evident
1. Graduation/Moving-Up rites is simple but meaningful and encourages civil rights, a sense of community, and personal responsibility			
2. Graduation / Moving-Up rites is conducted without excessive spending, extravagant attire, or extraordinary venue.			
3. Non-academic projects and attendance to school events such as field trips, JS Prom, SHS Balls/Graduation Ball, etc. were not imposed as graduation or completion requirements.			
4. Expenses relative to the conduct of Graduation and Moving-Up rites were charged to the school's MOOE and no school personnel collected any kind of contribution or fee for the conduct of said activity.			
5. Moving-Up / Graduation rites is conducted at an indoor venue or covered court with proper ventilation to avoid exposure of learners/attendees to excessive heat.			
6. The school avoided scheduling the rites at the time of day when temperature is at its highest.			
7. Safety measures were in place during the conduct of Moving-Up / Graduation rites.			



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
 ☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
 ✉dep.ed.batangas@dep.ed.gov.ph
 🌐www.dep.ed.batangas.com



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B. Program	Evident	Partially Evident	Not Evident
1. Suggested format of the program was followed.			
2. The invitation/program is presentable and simple.			
3. Punctuality was observed in the conduct of the program.			
4. Discipline was maintained throughout the program.			
5. The messages were clear, centered to the theme and followed the suggested time duration.			
6. The Opening Remarks was delivered by the School Head while the Closing Message was delivered by the PTA President/Officer.			
7. 100% participation of the teachers during the processional, entire duration of the program, recessional.			
8. Attire of graduates/completers and teachers are appropriate for the activity.			
9. The distribution of Completion Certificate / Graduation diploma was orderly.			
10. Awarding of medals to honor graduates /completers was orderly involving learners, parents, teachers, PSDS and SDS / SDO Representative.			

C. Venue / Facilities	Evident	Partially Evident	Not Evident
1. Venue is clean and with proper ventilation.			
2. The stage is decorated appropriately for the occasion.			
3. Tables and chairs are properly arranged. There are allocated areas/seats for graduates/completers, parents and teachers with enough space for movement.			
4. Sound system is in good order throughout the program.			
5. The area fronting the stage is clear of photographers taking pictures throughout the program.			
GENERAL ASSESSMENT OF THE PROGRAM/ OVERALL IMPACT			



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What are your suggestions / recommendations for future Moving-Up / Graduation ceremonies?

Rated by:

Name and Signature