



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

9 Mar 2026

DIVISION MEMORANDUM
No. 141, s. 2026

**ONLINE REORIENTATION ON THE CHECKING AND PROCESSING OF
SPECIAL ORDERS FOR GRADE 12 LEARNERS'
ELIGIBILITY FOR GRADUATION**

TO: Assistant Schools Division Superintendents
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Concerned Public Elementary and Secondary School Heads
Private Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 526, s. 2025 entitled "Delegation of Authority to Sign the Special Order of the Eligibility for Graduation of Grade 12 Learners" dated July 10, 2025, this Schools Division will conduct an **Online Reorientation on the Checking and Processing of Special Orders for Grade 12 Learners' Eligibility for Graduation**, on **March 13, 2026 at 9:00 a.m.** onwards via Microsoft Teams. The meeting link will be sent prior to the conduct of the activity.

2. The activity aims to:

- Review and reiterate the policies, guidelines, and procedures of the Department of Education on the checking of forms for the issuance of Special Orders (SO) to graduating learners.
- Ensure uniform understanding among school heads and designated personnel regarding the proper preparation, submission, and verification of required school forms and supporting documents.
- Address common issues and discrepancies encountered during the checking of forms to improve the accuracy and completeness of submitted documents.
- Strengthen compliance of public and private schools with the prescribed standards and documentary requirements for Special Order processing.

3. Participants to this activity are the Public Schools District Supervisors (PSDS), Sub-Office Checking Committee and all school heads of private schools offering Senior High School Program.

4. For queries or further information, please contact Dr. Marian L. Arias, Education Program Supervisor – SGOD, Private School Focal Person at marian.arias@deped.gov.ph

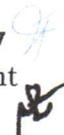


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5. Attached is RM 526, s. 2025 for your reference
6. Immediate and wide dissemination of this Memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent 

Encl: as stated

Reference: RM 526, s. 2025

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

Issuances-Division Memorandum

MLA/ Online Reorientation on the Checking and Processing of Special Order of the Eligibility for Graduation of Grade 12 Learners /R2-150127/3-9-2026



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

10 July 2025

Regional Memorandum
No. 526, s. 2025

**DELEGATION OF AUTHORITY TO SIGN THE SPECIAL
ORDER OF THE ELIGIBILITY FOR GRADUATION
OF GRADE 12 LEARNERS**

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents
Chiefs, CID and SGOD
School Heads of Private Schools

1. Pursuant to DepEd Order No. 10, s. 2018 or the Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation for Senior High School of Grade 12 Learners Enrolled in Private Schools which states that the *“Regional Offices are hereby authorized to issue special orders to schools that were issued with provisional permits to operate in SY 2016-2017 or prior to this school year for graduation of qualified Grade 12 Learners.”*
2. Further, Republic Act (RA) 9155, the following relevant provisions of the law are instructive and quoted hereunder:

“The Regional Director shall have authority, accountability and responsibility for planning and managing the effective and efficient use of all personnel, physical and fiscal resources of the regional office, including professional staff development and shall have the authority, accountability and responsibility for approving the establishment of public and private elementary and high schools and learning centers” (Chapter 1, Sections 7B items 7 & 8).

“The Schools Division Superintendents shall have authority, accountability and responsibility for supervising the operation of all public and private elementary, secondary and integrated schools and learning centers and performing such other functions as maybe assigned by proper authorities” (Chapter 1, Section 7C items 7 & 8).

3. Anent to the above provisions and due to geographical reasons, particularly as to the distance and the concomitant risks in travel and the substantial expenses incurred going to the Regional Office, located in Cainta, Rizal Province, this Office delegates and/or authorizes the Schools Division Superintendents (SDSs) of all Schools Division Offices to evaluate, sign and approve the Special Order of the



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Certificate No. PHP QMS
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Eligibility for Graduation of the Grade 12 learners of the Senior High School on behalf of the Regional Director, effective SY 2025-2026.

4. The Schools Division Superintendent shall sign, as follows:

By Authority of the Regional Director:

Schools Division Superintendent

5. Immediate and wide dissemination of this Memorandum is enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

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