



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

16 Mar 2026

DIVISION MEMORANDUM
No. 150, s. 2026

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE EVALUATION,
VALIDATION, PROCESSING AND ISSUANCE OF SPECIAL ORDERS (SO)
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
All Private Secondary School Heads
All Others Concerned

1. In accordance with existing policies of the Department of Education on the issuance of Special Orders (SO) for the eligibility for graduation of Grade 12 learners from private Senior High Schools, and 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, all concerned school heads of private Senior High Schools are hereby directed to submit the required documentary requirements to facilitate the proper processing and issuance of Special Orders (SO) for the current School Year. The Schools Division Office (SDO) Batangas Province is authorized to issue Special Orders to schools with permit in SY 2025-2026 or prior to this school year for the graduation of qualified Grade 12 learners.
2. Considering the number of Senior High School students in the Division, the evaluation and validation of documents shall be conducted in each sub-office. The sub-office checking committee shall be composed of personnel from both public and private schools and headed by the Public Schools District Supervisor (PSDS). Each sub-office shall determine the date and the venue of the checking activity.
3. The following are the documentary requirements to be submitted by the private school to sub-office checking committee:
 - 3.1 Graduation Form (Form 9)
 - 3.2 Form 137/SF 10 (Previous and current)
 - 3.3 Photocopy of Senior High School Provisional Permit (per track, strand, specialization)
 - 3.4 Birth Certificate (PSA or NSO)
 - 3.5 Summer Class Permit (for those schools which offered summer classes)
 - 3.5.1 Certification/ Report Card for students with summer classes



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043)722-1840 / 722-1796
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- 3.6 List of Grade 12 Students (Beginning of School Year 2025-2026) (signed by the Adviser and School Head)
Alphabetical: Male then Female (Last Name, First Name, Middle Initial)
By Track, strand, specialization
- 3.7 Official List of Grade 12 Graduating Students SY 2025-2026 (signed by the Adviser and School Head)
Alphabetical: Male, then Female (Last Name, First Name, Middle Initial)
By Track, strand, specialization
4. Upon evaluation and validation of the sub-office checking committee, the following documents are to be submitted to Division Office Records Section by the private school **on or before March 30, 2026**:
 - 4.1 Graduation Form (Form 9)- by track, strand, specialization
 - 4.2 Photocopy of SHS Provisional Permit (per track, strand, specialization)
 - 4.3 List of Grade 12 Students (Beginning of School Year 2025-2026) - by track, strand, specialization
 - 4.4 Official List of Grade 12 Graduating Students SY 2025-2026 - by track, strand, specialization
 - 4.5 Attestation Form (signed by the sub-office checking committee)
5. A soft copy of the Official List of Grade 12 Graduating Students in **Excel Format** shall be uploaded to the link to be provided by the SGOD- Private School Office.
6. Private schools are advised to ensure the completeness, accuracy, and consistency of all submitted records prior to submission to avoid delays in the evaluation and issuance of the Special Orders. Schools with approved Special Order (SO) shall be notified through a Memorandum or through official communication via appropriate social media platforms.
7. Please refer to this link <https://tinyurl.com/Application-for-SO> for the enclosures and materials in preparation of so documents.
8. For queries or further information, please contact Dr. Marian L. Arias, Education Program Supervisor – SGOD, Division Private School Focal Person, at sdobatangas.privateschool@deped.gov.ph
9. Immediate and wide dissemination of this Memorandum is desired.


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Schools Division Superintendent



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Reference: RM 526, s. 2025

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

Issuances-Division Memorandum

MLA/ Submission of Documentary Requirements for the Evaluation, Validation, Processing and Issuance of Special Orders (SO) for Grade 12 Learners' Eligibility for Graduation/ R2-150235 /03-16-2026



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