



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

DepEd - Division of Batangas
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DIVISION MEMORANDUM

No. 160, s. 2022

SUBMISSION OF THE REQUIREMENTS FOR THE ISSUANCE OF SPECIAL ORDERS (SO) FOR THE APPROVAL OF THE ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL OF GRADE 12 LEARNERS ENROLLED IN PRIVATE SCHOOLS/COLLEGES & TECHNICAL-VOCATIONAL INSTITUTIONS FOR SY 2021-2022

TO: Assistant Schools Division Superintendents
Chiefs, SGOD and CID
Education Program Supervisor In-charge of Private Schools
Public Schools District Supervisors
Private Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 88, s. 2010 and Regional Memorandum No. 155, s. 2019, all private Senior High Schools with Grade 12 students shall prepare and submit application for Special Order for Graduating Students.
2. Due to the occurrence of COVID 19 pandemic, the evaluation and validation of Special Order (SO) documents shall be done with utmost care and caution by the different committees from school to division levels. **Policies, orders and precautionary measures given by the Department of Health (DOH), Department of Education (DepEd), Inter-Agency Task Force (IATF) and other agencies to avoid the transmission of the virus shall be given priority.**
3. The School Level Committee shall be held liable for the completeness, correctness and authenticity of the following requirements:
 - 3.1 Graduation Form (Form 9)
 - 3.2 Form 137
 - 3.3 Form 138
 - 3.4 Photocopy of Government Permit (per track, strand, specialization)
 - 3.5 Birth Certificate (PSA or NSO)
 - 3.6 Summer Class Permit (for those schools which offered summer classes)
 - Certification/Report Card for students with summer class
 - 3.7 List of Graduating Students
 - 3.8 Enrolment List for Gr. 11 and 12

DEPEDBATS-ODS-F-009/R1/11-22-2021




Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎ (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉ deped.batangas@deped.gov.ph
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4. After evaluation and validation of the School Level Committee, the following documents are to be submitted to Division Office:
- 4.1 Letter of Request applying for the issuance of SO, addressed to the Regional Director (Francis Cesar B. Bringas, Director IV, DepEd Region IV-A)
 - 4.2 Rewritable CD with the following data:
 - 4.2.1 List of Graduating Students per section, track, strand and specialization
 - 4.2.2 SF 1 (1st and 2nd Semesters)
 - 4.3 Graduation Form (Form 9)
 - 4.4 Hard copy of the List of Graduating Students (per section, track, strand and specialization) signed by proper authorities
 - 4.5 Enrolment List of Gr 11 and Gr. 12 students certified correct by the Principal or Registrar
 - 4.6 Summer Class Permit (for summer classes)
 - 4.7 Photocopy of Government Permit per track, strand, specialization
 - 4.8 LIS Compliance Certificate for SY 2021-2022
 - 4.9 Signed School Level Committee template and noted by the assigned Public Schools District Supervisor (see Enclosure 1)
5. The Division Level Committee shall be composed of the following:
- SMME SEPS/EPS
 - Planning Officer or Representative
 - Education Program Supervisor in-charge of Private Schools
 - Chief Education Supervisor, Curriculum Implementation Division (CID) / Representative
 - Chief Education Supervisor, Schools Governance and Operations Division (SGOD) / Representative
6. For concerns and clarifications, please contact Dr. Marian L. Arias at mobile number 09190814734 or Mr. Aries T. Awatin at mobile number 09684977410.
7. Immediate dissemination of and strict compliance to this Memorandum is desired.


MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

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Enclosure 1

SCHOOL LEVEL COMMITTEE CERTIFICATION

We, the members of the school level committee for the submission of the requirements for Special Orders (SO) for the approval of the eligibility for graduation from Senior High School, hereby certify the completeness, correctness and authenticity of the documents we submitted. We held ourselves liable for any inconsistencies or errors to be found therein.

Member

Member

Member

Member

Co-Chairperson

Principal/Administrator
Chairperson

Noted:

Public Schools District Supervisor

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