



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

March 24, 2025

DIVISION MEMORANDUM
No. 163, s. 2025

**ONLINE RE-ORIENTATION ON SPECIAL ORDER (SO) PROCESS APPLICATION
OF PRIVATE SCHOOLS FOR SY 2024-2025**

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

1. Pursuant to Regional Memorandum No. 757, s. 2022, re Enhanced Regional Guidelines on the Processing of Special Order (SO) Applications for Graduating Grade 12 Students, this Office through the School Governance Operations Division (SGOD), shall conduct an Online Re-orientation on the SO Process and Checking of Forms of Private Schools on **March 26, 2025 at 9:00 am onwards.**
2. The activity aims to re-orient the participants on the DepEd communications related to the issuance of Special Order (SO) for the approval of the eligibility for graduation from Senior High School of Grade 12 learners enrolled in private schools.
3. Participants in this re-orientation are the members of the Sub-Office SO Checking Committee, composed of Public Schools District Supervisors/OIC PSDS and concerned public secondary school heads.
4. The meeting link can be accessed through <https://tinyurl.com/ORIENTATION-SO-APPLICATION>
5. For clarification, please contact Dr. Marian L. Arias, Education Program Supervisor at sdobatangas.privateschool@deped.gov.ph
6. Immediate dissemination of and strict compliance with this Memorandum is desired.

MARITES A. IBANEZ, CESO V
Schools Division Superintendent