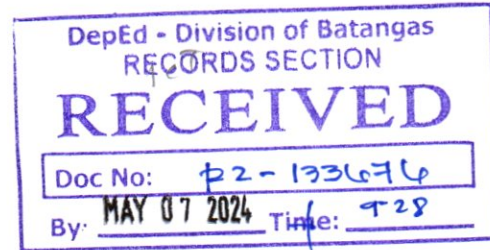




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS



03 May 2024

DIVISION MEMORANDUM
No. 218 s 2024

**CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM END OF SCHOOL
YEAR (EOSY) RITES FOR SCHOOL YEAR 2023-2024**

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. 3, s.2024, Amendments to DepEd Order No. 22, s. 2023 (Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024) and DepEd Memorandum No. 23, s.2024, 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 2023-2024. The EOSY Rites shall be held on any date from May 29-31, 2024.
2. The theme of the SY 2023-2024 EOSY Rites shall be ***Kabataang Pilipino para sa Matatag na Kinabukasan ng Bagong Pilipinas***. This theme highlights the pivotal role of education in shaping Filipino youth as the vanguards in building a stronger and progressive nation.
3. The following guidelines, as stipulated in DepEd Order No. 009, s. 2023, Implementing Guidelines on the Annual 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.
 - 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



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guidelines. **No DepEd personnel shall be allowed to collect any kind of contribution or fee for the Graduation / Moving-Up Ceremony.**

- d. To ensure the safety and protection of learners, teachers and attendees, schools are advised to hold their EOSY Rites in indoor venues with proper ventilation or covered courts to avoid exposure to the extreme heat of the sun. **Schools shall avoid scheduling their EOSY Rites during the time of the day when temperatures are at their highest. Moreover, school officials shall put in place safety measures of the learners and attendees during the conduct of the ceremony.**
4. 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.
5. 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 June 7, 2024.
6. Public Schools District Supervisors are advised to submit Schedule of EOSY Rites in their respective sub-offices on or before May 10, 2024, thru this link: **<https://tinyurl.com/EOSYRitesSchedule>**.
7. The list of division officials who are delegated to confirm graduation and completion is attached in this Memorandum as Enclosure 3.
8. Immediate dissemination of and strict compliance with this Memorandum is strongly desire.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum _____, s.2024

**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. 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 fourth in the roster of academic excellence awardees.
- IV. Calabarzon March, Batangas Hymn, School Hymn** (if available)
Calabarzon March, Himno ng Batangan, Himno ng Paaralan
 - These may be sung in acapella or with accompaniment.
- 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. Opening Message**
Pambungad na Pananalita
 - This shall be delivered by the School Head and shall focus on the importance of the ceremony, the school's academic performance and achievement and the role of the community in promoting quality basic education as an impact of partnership and shared governance. This shall be delivered in not more than 5 minutes.
- VII. Messages**
Mga Mensahe
 - DepEd Secretary
 - Regional Director
 - Schools Division Superintendent

These shall be delivered by the DepEd Official or SDO representative present.



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VIII. 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)

IX. 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)

X. 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.

XI. 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. LGU / National Officials who are present may join in congratulating the completers.

XII. 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 / ASDS / SDS shall hand over the medal to the parent who, in turn shall confer it to the learner.

XIII. 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.



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XIV. Messages
Mga Mensahe

- Officials who are present shall deliver a message for the graduates and it shall not be more than 10 minutes.
(Congressman / Governor / Mayor or Vice Mayor or Municipal Councilor, whoever is present)

XV. 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 a teacher or Master of Ceremony.

XVI. 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.

XVII. Pledge of Loyalty
Panunumpa ng Katapatan

- This shall be led by a completer with Academic Excellence Award (3rd in rank) selected by the committee in-charge of the ceremony with the approval of the school head.

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

- This shall be properly sung by the completers.

XIX. Closing Message
Pangwakas na Pananalita

- This shall be delivered by the SPTA President or the highest SPTA Official present in not more than 5 minutes. The SPTA President shall wrap-up the ceremony, inspire parents and other stakeholders to continue supporting the education of their children, acknowledge and thank stakeholders' contribution and support.

XX. Recessional
Resesyunal



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Enclosure No. 1 to Division Memorandum _____, s.2024

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

**I. Processional
Prosesyunal**

(Candidates for Graduation, Parents, Teachers, School Head and other School Personnel, Other Guests, PSDS, SDO Representative, Guest Speaker)

**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. 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 fourth in the roster of academic excellence awardees.

**IV. Calabarzon March, Batangas Hymn, School Hymn (if available)
Calabarzon March, Himno ng Batangan, Himno ng Paaralan**

- These may be sung in acapella or with accompaniment.

**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. Opening Message
Pambungad na Pananalita**

- This shall be delivered by the School Head and shall focus on the importance of the ceremony, the school's academic performance and achievement and the role of the community in promoting quality basic education as an impact of partnership and shared governance. This shall be delivered in not more than 5 minutes.

**VII. Messages
Mga Mensahe**

- DepEd Secretary
 - Regional Director
 - Schools Division Superintendent
- These shall be delivered by the highest DepEd Official present.



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VIII. Presentation of the Candidates for Graduation
Paghaharap / Pagpapakilala sa mga Magsisipagtapos

- This shall be done by the School Head (see template)

IX. Attestation of the Candidates for Graduation
Pagpapatunay sa mga Magsisipagtapos

- This shall be done by the Public Schools District Supervisor. (see template)

X. Confirmation of the 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 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.

XI. Distribution of Diploma
Paggagawad ng 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 Diploma over to the PSDS or SDO Representative who, in turn, shall hand the certificate to the graduates. LGU / National Officials who are present may join in congratulating the graduates.

XII. Awarding of Honors
Paggagawad ng Medalya sa mga Batang Nagkamit ng Karangalan

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

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

XIII. Message of Gratitude
Mensahe ng Pasasalamat

- This shall be delivered by the learner who was awarded with top academic honors (Rank 1). The message shall focus on the theme of the ceremony and it shall not be more than 10 minutes.



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XIV. Messages
Mga Mensahe

- Officials who are present shall deliver a message for the completers and it shall not be more than 10 minutes.
(Congressman / Governor / Mayor or Vice Mayor or Municipal Councilor, whoever is present.

XV. 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 a teacher or Master of Ceremony.

XVI. 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.

XVII. Pledge of Loyalty
Panunumpa ng Katapatan

This shall be led by a graduate with Academic Excellence Award (3rd in rank) selected by the committee in-charge of the ceremony with the approval of the school head.

XVIII. Graduation Song
Awit ng Pagtatapos

- This part shall be a musical celebration reflective of the success of the entire class in learning. The song shall be of their choice and shall be properly sung to reflect the quality of education and experiences of the learners.

XIX. Closing Message
Pangwakas na Pananalita

- This shall be delivered by the SPTA President or the highest SPTA Official present in not more than 10 minutes. The SPTA President shall wrap-up the ceremony, inspire parents and other stakeholders to continue supporting the education of their children, acknowledge and thank stakeholders' contribution and support.

XX. Recessional
Resesyunal



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Enclosure 2 to Division Memorandum No. _____, s. 2024

**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 2023-2024, 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 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 aangat ng antas ngayong Taong Panuruan 2023-2024 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 Morning / 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.

PAGPAPATUNAY

Magandang umaga / hapon po sa inyong lahat! 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-aangat ng antas.



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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 2023-2024. 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 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 2023-2024.

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! To our Schools Division Superintendent, Dr. Marites A. Ibañez, I have the honor to present to you the candidates for graduation of School Year 2023-2024, 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 2023-2024 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 Morning / 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 umaga / hapon po sa inyong lahat! 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 2023-2024. 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 Batangas, at sapagkat kayo ay naipakilala at napatunayan na ng Punong-guro/ Pampurok na Tagamasid na kasiya-siyang nakatupad ng mga kinakailangan ng Kurikulum ng Elementarya/Senior High School, pinagtitiyay ko ang inyong pagtatapos sa Elementarya/ Senior High School ngayong Taong Panuruan 2023-2024.

Karapat-dapat na kayong tumanggap ng Katibayan ng Pagtatapos.

Maligayang bati sa inyo!



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Enclosure 3 to Division Memorandum No. _____, s. 2024

LIST OF DIVISION MONITORING OFFICIALS FOR 2024 END OF SCHOOL YEAR RITES

Sub-Office	Monitoring Official	PSDS
BALAYAN EAST	MIGUEL B. ULARTE	LOLITA C. GARCIA
BALAYAN WEST	MIGUEL B. ULARTE	PLACIDA G. DELA VEGA
CALACA	ROSALINDA A. MENDOZA	ANABEL R. MARASIGAN
CALATAGAN	JIMMY J. MORILLO	ELEAZAR C. MAGSINO
LEMERY	MERCY R. VILLANUEVA	AVELINO B. MORTEL
LIAN	ROLANDO S. CASANOVA	PEDRO DELOS REYES
NASUGBU EAST	ELIZABETH R. TOLENTINO	AVELINA O. GAA
NASUGBU WEST	ELIZABETH R. TOLENTINO	GREGORIO V. MENESES
TAAL	MACARIA CARINA A. CARANDANG	CONIE C. HERNANDEZ
TUY	JIMMY J. MORILLO	RONALDO L. SEVILLA
BAUAN EAST	LOU C. PANALIGAN	AURELIA A. AGUILA
BAUAN WEST	LOU C. PANALIGAN	ANDREA M. HERNANDEZ
LOBO	MA. LETICIA JOSE C. BASLIAN	BABY JANET U. DIMAILIG
MABINI	RODRIGO S. CASTILLO	LUISITO L. CANTOS
SAN LUIS	RODRIGO S. CASTILLO	GINA M. LAKSAMANA
SAN PASCUAL	LEONCIA B. MARAMOT	BERNARDA M. REYES
TINGLOY	NOAH P. DUQUE	LUCKY MAY L. PASIA
AGONCILLO	EMERSON B. DALANGIN	MA MELISSA A. ARRIOLA
ALITAGTAG	JESSA S. GUERRA	ANIANO I. HERNANDEZ
BALETE	MARIO B. MARAMOT	NANCY D. LUBIS
CUENCA	ANABEL E. MAGALONA	JULIETA D. DEVIO
LAUREL	EVELYN C. DE SAGUN	BENILDA N. NAVARRO
MALVAR	ANABEL E. MAGALONA	AGRIFINA A. DIRAIN
MATAASNAKAHOY	MARIO B. MARAMOT	NANCY D. LUBIS
SAN NICOLAS	EMERSON B. DALANGIN	EMITERIA B. VILLAMOR
STA. TERESITA	JESSA S. GUERRA	ANTONIO M. ILAGAN
TALISAY	EVELYN C. DE SAGUN	GINALYN U. MACARAIG
IBAAN	LORETA V. ILAO	NENITA A. ADAME
PADRE GARCIA	MARIAN L. ARIAS	BRAULIO B. NAPENAS
ROSARIO EAST	CORA V. SAMSON	JULITA E. ILAGAN
ROSARIO WEST	LORETA V. ILAO	ORLIE DEL MUNDO
SAN JOSE	MARIAN L. ARIAS	JOEL B. LUBIS
SAN JUAN EAST	DAVID M. NUAY	ELLIENOR D. PENA
SAN JUAN WEST	DAVID M. NUAY	SARAH S. SAGUIN
TAYSAN	CORA V. SAMSON	ERICKSON T. GUTIERREZ

*** Top Management of SDO Batangas may come in any school*



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EVALUATION CHECKLIST FOR MOVING-UP / GRADUATION CEREMONY

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: Kabataang Pilipino para sa Matatag na Kinabukasan ng Bagong Pilipinas

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

Adherence to DepEd Policy	Evident	Partially Evident	Not Evident
Graduation/Moving-Up rites is simple but meaningful and encourages civil rights, a sense of community, and personal responsibility			
Graduation / Moving-Up rites is conducted without excessive spending, extravagant attire, or extraordinary venue.			
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.			
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.			
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.			
The school avoided scheduling the rites at the time of day when temperature is at its highest.			
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
 ✉ deped.batangas@deped.gov.ph
 🌐 www.depedbatangas.com



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

Venue / Facilities	Evident	Partially Evident	Not Evident
Venue is clean and with proper ventilation.			
The stage is decorated appropriately for the occasion.			
Tables and chairs are properly arranged. There are allocated areas/seats for graduates/completers, parents and teachers with enough space for movement.			
Sound system is in good order throughout the program.			
The area fronting the stage is clear of photographers taking pictures throughout the program.			



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SCHOOLS DIVISION OF BATANGAS

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

Rated by:

Name and Signature