



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

26 June 2025

DIVISION MEMORANDUM

No. 317, s. 2025

ADDENDUM TO DM 300, S. 2025
“CONDUCT OF 2024-2025 END OF SCHOOL YEAR RITES FOR
ALTERNATIVE LEARNING SYSTEM (ALS) A&E TEST PASSERS”

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Public Schools District Supervisors
ALS Principal Consultants
Education Program Specialist II – ALS
ALS Teachers
All Others Concerned

1. In order to establish uniformity and to ensure smooth conduct of 2024-2025 End of School Year Rites for Alternative Learning System Accreditation and Equivalency Test Passers, this Office provides Parts/Sequence of the Program for Moving-Up and Graduation Rites and templates for Presentation, Attestation and Confirmation of Candidates for Graduation and Completion (see enclosure).
2. Moreover, an evaluation checklist is also attached to assess over-all program implementation.
3. The Education Program Specialists II – ALS shall submit the consolidated evaluation result on or before July 21, 2025 to sdobatangas.cid@deped.gov.ph.
4. Immediate and wide dissemination of this memorandum is desired.

MARITES A. IBANEZ, CESO V
Schools Division Superintendent

RAE/ ADDENDUM TO DM 300, S. 2025 “CONDUCT OF 2024-2025 END OF SCHOOL YEAR RITES FOR ALTERNATIVE LEARNING SYSTEM (ALS) A&E TEST PASSERS”/R2-144367/06-26-2025



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Enclosure 1

**PARTS / SEQUENCE OF PROGRAM FOR ALS GRADUATION AND
MOVING UP CEREMONY
(A&E ELEMENTARY & JUNIOR HIGH SCHOOL)**

- 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/magsisipag-tapos, mga magulang, mga guro at kawani ng paaralan, punongguro, mga panauhin, Panauhing Tagapagsalita)

Note: The colors must be hoisted already on the stage before the program starts.

II. Philippine National Anthem

- The Philippine National Anthem should be sung with fervor and an accordance with its original musical arrangement.

Note: This may be conducted by the ALS Teacher / or may assign personnel

III. Prayer / Panalangin

- The prayer should be reflective and be played by representative of the diversity of the ALS Accreditation and Equivalency (A&E) Test passer of the learning center.

IV. Welcome Address / Bating Pagtanggap

- This shall be delivered by a selected ALS (A&E) Test passer. This shall be delivered in not more than 5 minutes.

**V. Presentation of the Candidates for Graduation and Moving-Up
Paghaharap/Pagpapakilala sa mga Magsisipagtapos at Mag aangat-
antas**

- This shall be done by the ALS Principal Consultant / ALS Education Program Specialist (see template)

**VI. Attestation of the Candidates for Graduation and Moving-Up
Pagpapatunay sa mga Magsisipagtapos at Mag aangat-antas**

- This shall be done by the ALS Education Program Specialist / Public Schools District Supervisor. (see template)



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VII. Confirmation of Graduates and Completers

Pagpapatibay sa mga Magsisipagtapos at Mag aangat-antas

- This shall be done by the Schools Division Superintendent/Representative/ PSDS. (see template)

Notes:

1. If there is a DepEd official (Top Management) from the SDO during the ceremony, the Confirmation of Graduation shall be done by the SDO official/representative, Attestation by the PSDS, while the Presentation of Candidates for Graduation shall be done by the ALS Education Program Specialist.
2. If there is no DepEd official from SDO during the ceremony, the Confirmation of Graduation shall be done by the PSDS, Attestation by the ALS Education Program Specialist, while the Presentation of Candidates for Graduation shall be done by the ALS Principal Consultant.
3. In any event that the PSDS is not present and there is no SDO Representative, the Confirmation and Attestation shall be done by the ALS Principal Consultant while the presentation of graduates shall be done by the ALS Teacher.

VIII. Distribution of the Certificates of Graduation and Completion

Paggagawad ng mga Katibayan ng Pagtatapos at Pag aangat-antas

- The learning center shall devise a scheme to maximize the utilization of time in the distribution of certificates especially for learning centers with large number of graduates/completers.

Note: The ALS Teacher together with the ALS Principal Consultant shall hand the Graduation Certificate over to the PSDS or SDO Representative who, in turn, shall hand the certificate to the graduates.

IX. Messages / Mga Mensahe

- Schools Division Superintendent
- Regional Director
- Secretary of Education
- Incumbent Local Chief Executive / Representative



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X. 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 the ALS Teacher / ALS Principal Consultant.

XI. Inspirational Message

Mensahe ng Panauhing Tagapagsalita

- This shall be delivered by an invited successful ALS graduate/partner/sponsor. The message shall be done in not more than 15 minutes.

XII. Awarding of Special Recognitions

Paggagawad ng Medalya sa mga Natatanging Mag-aaral

XIII. Message of Gratitude / Mensahe ng Pasasalamat

- This shall be delivered by the ALS A&E graduate. The message shall focus on the theme of the ceremony and it shall not be more than 10 minutes.

XIV. Pledge of Loyalty / Panunumpa ng Katapatan

- This shall be led by a graduate/completer.

XV. Singing of a Song of Celebration and Thanksgiving / Graduation Song / Awit ng Pasasalamat

- This shall be properly sung by the graduates/completers.

XVI. Closing Remarks / Pangwakas na Pananalita

- This shall be delivered by a graduate/completer.

XVII. Recessional / Resesyunal



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**PRESENTATION OF CANDIDATES FOR GRADUATION
(A & E ELEMENTARY)**

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 2024-2025 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 na itinakda ng Kagawaran ng Edukasyon.

PAGPAPATUNAY

Magandang araw po! 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. Kaya't hinihiling ko sa ating Pansangay na Tagapamanihala ng mga Paaralan, Dr. Marites A. Ibañez, na pagtibayin ang kanilang pagtatapos.

PAGPAPATIBAY

Sa bisa ng kapangyarihang ipinagkaloob sa akin bilang Pansangay na Tagapamanihala ng mga Paaralan, Sangay ng Lalawigan 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, pinagtibay ko ang inyong pagtatapos sa Elementarya ngayong Taong Panuruan 2024-2025.

Karapat-dapat na kayong tumanggap ng Katibayan ng Pagtatapos.

Maligayang bati sa inyo!



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**TEMPLATE / SCRIPT FOR PRESENTATION, ATTESTATION AND
CONFIRMATION OF COMPLETERS AND GRADUATES**

**PRESENTATION OF CANDIDATES FOR COMPLETION
(A & E JUNIOR HIGH SCHOOL)**

PAGPAPAKILALA

Magandang araw po! Sa ating kagalang-galang na Pansangay na Tagapamanihala ng mga Paaralan sa Sangay ng Batangas, Dr. Marites A. Ibañez ikinararantal ko pong iharap sa inyo ang mga batang aangat ng antas ngayong Taong Panuruan 2024-2025 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 Junior High School na itinakda ng Kagawaran ng Edukasyon.

PAGPAPATUNAY

Magandang araw po! 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 Junior High School. Kaya't hinihiling ko sa ating Pansangay na Tagapamanihala ng mga Paaralan, Dr. Marites A. Ibañez na pagtibayin ang kanilang pag-angat ng antas.

PAGPAPATIBAY

Sa bisa ng kapangyarihang ipinagkaloob sa akin bilang Pansangay na Tagapamanihala ng mga Paaralan, Sangay ng Lalawigan 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 Junior High School, pinagtibay ko ang inyong pag-angat ng antas mula Junior High School ngayong Taong Panuruan 2024-2025.

Kayo ngayon ay tatanggap ng katibayan ng pag-angat ng antas.

Maligayang bati sa inyo!



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**EVALUATION CHECKLIST FOR 2024-2025 END OF SCHOOL YEAR
RITES FOR ALTERNATIVE LEARNING SYSTEM (ALS) A&E TEST
PASSERS”**

Sub-Office: _____ Name of PSDS: _____

Date of Graduation/Moving-Up: _____

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.

A. Adherence to DepEd Policy	Evident	Partially Evident	Not Evident
1. Graduation/Moving-Up rites is simple but meaningful and encourages civil rights, a sense of community, and personal responsibility			
2. Graduation / Moving-Up rites is conducted without excessive spending, extravagant attire, or extraordinary venue.			
3. Expenses relative to the conduct of Graduation and Moving-Up rites were charged to local funds/donations and sponsorships and no school personnel collected any kind of contribution or fee for the conduct of said activity.			
4. 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.			
5. The school avoided scheduling the rites at the time of day when temperature is at its highest.			
6. Safety measures were in place during the conduct of Moving-Up / Graduation rites.			



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B. Program	Evident	Partially Evident	Not Evident
1. Suggested format of the program was followed.			
2. The invitation/program is presentable and simple.			
3. Punctuality was observed in the conduct of the program.			
4. Discipline was maintained throughout the program.			
5. The messages were clear, centered to the theme and followed the suggested time duration.			
6. The Prayer, Welcome Remarks, Message of Gratitude, Pledge of Loyalty, and Closing Remarks were performed by ALS learners			
7. 100% participation of the expected personnel during the processional, entire duration of the program, recessional.			
8. Attire of graduates/completers and teachers are appropriate for the activity.			
9. The distribution of Completion Certificate / Graduation diploma was orderly.			
10. Awarding of medals to graduates /completers was orderly involving learners, parents, teachers, PSDS and SDS / SDO Representative.			

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



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

Rated by:

Name and Signature