



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM
NO. 065 s. 2018

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, EDUCATION PROGRAM SUPERVISOR, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED

FROM : DR. CATHERINE P. TALAVERA, CESO VI
OIC- Schools Division Superintendent

SUBJECT : END OF SCHOOL YEAR RITES

DATE : March 7, 2018

In consonance with Department's issuances and DepED Order No. 6, s. 2018 SCHOOL YEAR 2017-2018 K TO 12 BASIC EDUCATION PROGRAM END OF SCHOOL YEAR RITES, this office announces the schedule of END OF SCHOOL YEAR RITES for Grades 6 and 12 and for Moving-up Ceremony of Kinder and Grade 10 is on April 2-4, 2018. The 2018 ceremonies shall focus on the theme: "Mag-aaral ng K TO 12 Handa sa Hamon ng Buhay" (K TO 12 Learners Ready to Face Life's Challenges).

Attached are the DepED Order No. 6, s. 2018, monitoring tool and list monitoring officials responsible on the scheduled date/s.

For the guidance and information of all concerned.

SGOD/ End of School Year Rites.
DM 065 3/7/2018





Republic of the Philippines
Department of Education

15 FEB 2018

DepEd ORDER
No. **06**, s. 2018

**SCHOOL YEAR 2017-2018 K TO 12 BASIC EDUCATION PROGRAM
END OF SCHOOL YEAR RITES**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. For School Year (SY) 2017-2018, the Department of Education (DepEd) announces the conduct of the following **End of School Year Rites**:

Grade Level Completers	Ceremony	Proof of Completion
Kindergarten	Moving Up or Completion	Kindergarten Certificate (Enclosure No. 1)
Grade 6	Graduation	Elementary Certificate (Enclosure No. 2)
Grade 10	Moving Up or Completion	Junior High School Certificate (Enclosure No. 3)
Grade 12 learners from a. Schools with DepEd-approved K to 12 transition plan b. Schools with permit to operate Senior High School since 2014 c. International schools with K to 12 Program	Graduation	Senior High School Diploma (Enclosure No. 4)

2. The 2018 ceremonies shall focus on the theme *Mag-aaral ng K to 12: Handa sa Hamon ng Buhay* (K to 12 Learners: Ready to Face Life's Challenges). Schools, divisions, or regions may translate the theme in Mother Tongue. This theme highlights the role of K to 12 Basic Education Program in harnessing the skills and competencies of the Filipino learners to face life's challenges.

3. As announced in Enclosure No. 1 of DepEd Order (DO) No. 25, s. 2017 entitled School Calendar for School Year 2017-2018, the end of school year rites should be scheduled not earlier than **April 2, 2018** but not later than **April 6, 2018**. Schools, divisions, or regions with an extended school year will have to be guided by their approved revised school calendar.

4. **All Grade 12 learners** are required to take the **Basic Education Exit Assessment (BEEA)** which will be conducted before **April 6, 2018**. Details of the examination will be issued on a separate memorandum.

5. In line with the government's austerity program, DepEd reiterates the following policies:

- a. Graduation rites should be simple but meaningful which encourage civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue;
- b. Moving Up or Closing Ceremonies should be simple involving only the learners, their parents and the school; and
- c. Non-academic projects such as attendance to field trips, film showing, junior-senior promenade, and other school events should not be imposed as requirements for graduation or completion.

For Public Schools only

- d. Expenses relative to the activity should be charged to the school's Maintenance and Other Operating Expenses under the 2018 Budget;
- e. Any DepEd personnel should **not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution**; and
- f. Contribution for the annual yearbook, if any, should be on a voluntary basis.

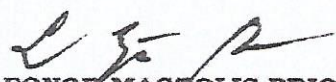
6. Use of enclosed completion certificate and diploma templates:

For private elementary and secondary schools, technical and vocational institutions (TVIs), and higher education institutions (HEIs) including state universities and colleges (SUCs) and local universities and colleges (LUCs)	The use of the enclosed completion certificate and diploma templates is optional. The signature of the school head is required, while the signature of the schools division superintendent is not required.
For public elementary and secondary schools	The use of the enclosed completion certificate and diploma templates is required .

7. Awarding of honors to learners from Grades 1 to 12 shall follow the guidelines stipulated in DO 36, s. 2016 entitled Policy Guidelines on Awards and Recognition for K to 12 Basic Education Program.

8. Further, the end of school year rites and moving up or closing ceremony should be conducted in an appropriate solemn ceremony befitting the learners and their parents, and **shall not be used as a political forum**.

9. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

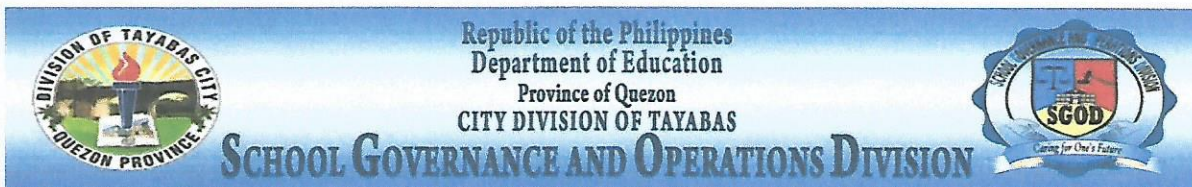
As stated

References:

DepEd Order: Nos. 8 and 25, s. 2017, and 36, s. 2016

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

BASIC EDUCATION
CERTIFICATE
DIPLOMA
GRADUATION
JUNIOR HIGH SCHOOL
KINDERGARTEN EDUCATION
LEARNERS
POLICY
SENIOR HIGH SCHOOL



EVALUATION TOOL FOR THE CONDUCT OF YEAR-END RITES AND MOVING-UP CEREMONY
School Year 2018-2019

School: _____ Date: _____
 School Head: _____ Monitoring Official: _____

General Impression: _____ Not organized; _____ Organized; _____ Highly organized.

Interpretation: 1-6 points = not organized; 7-13 points = organized; 14-20 points = highly organized.

DIRECTIONS: Please check the appropriate column based on your observation. Write your significant or insignificant observation in any of the item/s below.

CRITERIA/INDICATORS	OBSERVED	NOT OBSERVED	REMARKS
A. Physical Facilities			
1. Venue was appropriate for the occasion			
2. Chairs were enough for the graduates, visitors, teachers and guest			
3. Stage decoration was simple, meaningful and in good taste			
4. Sound system was clear, audible and in good working condition			
5. Surrounding were clean before, during and after the activity			
B. Conduct of the Year-End Rites			
6. Ceremony started on time			
7. Observed the prescribed parts of the program (as stated in Division Memo)			
8. Graduates used school uniform as prescribed			
9. School Head and Teacher were in proper uniform/Sunday's Best			
10. Observed sincerity in the conduct of the ceremony			
11. Graduates were well behaved/well disciplined			
12. Audience including photographers were well-behaved/well disciplined			
13. Guest were punctual and properly introduced			
14. Observed the prescribed songs with correct tempo and tune			
C. Involvement			
15. 100% attendance of graduates			
16. 100% attendance of teachers			
17. 100% participation of the school personnel, parents in planning of the preparation of the activity			

18. Attendance of school head and teachers within the duration of the ceremony			
<i>D. Decision-making/Interpersonal Relationships</i>			
19. School Head and teacher can cope readily with intervening situation			
20. School Head and teachers concerned can react calmly to negative situations			
TOTAL POINTS			
AVERAGE WEIGHT			

Significant observation during the conduct of YEAR-END RITES AND MOVING-UP CEREMONY:

Issues and concern arose during the conduct of YEAR-END RITES AND MOVING-UP CEREMONY:

Best Practice/s:

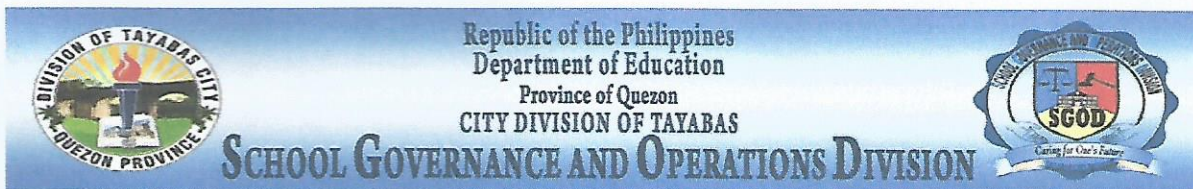
PROPOSED SCHEDULE OF END OF SCHOOL YEAR RITES

TIME	DATE/S		
8:00 AM	April 2	Confirming Official: Imelda C. Raymundo SDS Representative: Louie Fullredo Monitoring Official: Fely Ocurin Confirming Official: Mildred Z. Galleno SDS Representative: Mildred Z. Galleno Monitoring Official: Ermelo A. Escobinas Confirming Official: Dr. Catherine P. Talavera SDS Representative: Georgia P. Talabong Monitoring Official: Fideliza V. Lucas	April 3 Confirming Official: Dr. Catherine P. Talavera SDS Representative: Georgiapp Talabong Monitoring Official: Fideliza V. Lucas Confirming Official: Edwin Paul M. Navarro SDS Representative: Generosa F. Zubleta Monitoring Official: Luzviminda Saldares Confirming Official: Dr. Edwin R. Rodriguez SDS Representative: Dr. Edwin R. Rodriguez Monitoring Official: Joan Kathleen Brizuela Confirming Official: Imelda C. Raymundo SDS Representative: Jay Joseph Aureada Monitoring Official: Marife R. Lagar Confirming Official: Mildred Z. Galleno SDS Representative: Mildred Z. Galleno Monitoring Official: Nonilon Z. Nadal Confirming Official: Louie Fullredo SDS Representative: Louie Fullredo Monitoring Official: Alleli Padillo
9:00 AM	April 3	Confirming Official: Christian J. Bables SDS Representative: Christian J. Bables Monitoring Official: Luzviminda Saldares Confirming Official: Dr. Edwin R. Rodriguez SDS Representative: Engr. Gian Carlo Pardilla Monitoring Official: Ma. Olga Endencia Confirming Official: Ritchell F. Quintero SDS Representative: Jay Joseph Aureada Monitoring Official: Nonilon Z. Nadal	April 4 Confirming Official: Edwin Paul M. Navarro SDS Representative: Pelagia L. Manalang Monitoring Official: Ms. Marife R. Lagar Confirming Official: Dr. Catherine P. Talavera SDS Representative: Imelda C. Raymundo Monitoring Official: Ms. Ma. Olga Endencia Confirming Official: Dr. Edwin R. Rodriguez SDS Representative: Georgia P. Talabong Monitoring Official: Ms. Fideliza V. Lucas
10:00 AM	April 4	Confirming Official: Sancho Calatrava SDS Representative: Sancho Calatrava Monitoring Official: Joan Kathleen Brizuela Confirming Official: Sherwin C. Quesea SDS Representative: Sherwin C. Quesea Monitoring Official: Marifes Ferro Confirming Official: Edwin Paul M. Navarro SDS Representative: Pelagia L. Manalang Monitoring Official: Marife R. Lagar Confirming Official: Louie Fullredo SDS Representative: Louie Fullredo Monitoring Official: Alleli Padillo Confirming Official: Dr. Catherine P. Talavera SDS Representative: Generosa F. Zubleta Monitoring Official: Ermelo A. Escobinas	April 5 Confirming Official: Dr. Catherine P. Talavera SDS Representative: Georgia P. Talabong Monitoring Official: Fideliza V. Lucas Confirming Official: Sherwin C. Quesea SDS Representative: Sherwin C. Quesea Monitoring Official: Fely Ocurin Confirming Official: Sancho Calatrava SDS Representative: Sancho Calatrava Monitoring Official: Luzviminda Saldares Confirming Official: Dr. Christian J. Bables SDS Representative: Dr. Christian J. Bables Monitoring Official: Ms. Ma. Olga Endencia Confirming Official: Ritchell F. Quintero SDS Representative: Ritchell F. Quintero Monitoring Official: Ermelo A. Escobinas
1:00 PM	April 5	Confirming Official: Dr. Catherine P. Talavera SDS Representative: Generosa F. Zubleta Monitoring Official: Ermelo A. Escobinas	April 6 Confirming Official: Edwin Paul M. Navarro SDS Representative: Pelagia L. Manalang Monitoring Official: Ms. Marife R. Lagar Confirming Official: Dr. Catherine P. Talavera SDS Representative: Imelda C. Raymundo Monitoring Official: Ms. Ma. Olga Endencia Confirming Official: Dr. Edwin R. Rodriguez SDS Representative: Georgia P. Talabong Monitoring Official: Ms. Fideliza V. Lucas

2:00 PM		Confirming Official: Sherwin C. Quesea SDS Representative: Sherwin C. Quesea Monitoring Official: Joan Kathleen Brizuela	South Palale ES	
		Confirming Official: Generosa F. Zubieta SDS Representative: Generosa F. Zubieta Monitoring Official: Ma. Olga Endencia	TWCS IV	
		Confirming Official: Edwin Paul M. Navarro SDS Representative: Edwin Paul M. Navarro Monitoring Official: Fideliza V. Lucas	TWCS I	
		Confirming Official: Dr. Edwin R. Rodriguez SDS Representative: Dr. Edwin R. Rodriguez Monitoring Official: Mariles Ferro	TWCS III	✓
	Confirming Official: Imelda C. Raymundo SDS Representative: Sherwin C. Quesea Monitoring Official: Fideliza V. Lucas	East Palale ES		
	Confirming Official: Dr. Edwin R. Rodriguez SDS Representative: Ritchell F. Quintero Monitoring Official: Fely Ocumin	Lawigue ES		✓
		Confirming Official: Jay Joseph Aureada SDS Representative: Jay Joseph Aureada Monitoring Official: Luzviminda Saldares	Pandakaki ES	
	Confirming Official: Georgia P. Talabong SDS Representative: Georgia P. Talabong Monitoring Official: Dr. Connie Sia	TECS II		
	Confirming Official: Dr. Catherine P. Talavera ASDS: Edwin Paul M. Navarro SGOD Chief: Dr. Edwin R. Rodriguez CID Chief: Imelda C. Raymundo Monitoring Official: Nonilon Z. Nadal Marife R. Lagar	Stand Alone SHS		

NOTE:

This also serves as Travel Order.



EVALUATION TOOL FOR THE CONDUCT OF YEAR-END RITES AND MOVING-UP CEREMONY

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 School Head: _____ Monitoring Official: _____

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Best Practice/s:
