



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu City

Office of the Schools  
Division Superintendent


MAY 12 2022

DIVISION MEMORANDUM  
No. 443, s. 2022

**GUIDELINES ON THE ISSUANCE OF SPECIAL ORDER (SO) FOR THE  
GRADUATION OF STUDENTS FROM THE PRIVATE AND NON-DEPED  
INSTITUTIONS OFFERING SENIOR HIGH SCHOOL PROGRAM FOR  
SCHOOL YEAR 2021-2022 AND ONWARDS**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors  
Private School Head/ International Schools  
All Others Concerned

1. This Office disseminate the Regional Memorandum No. 360 s. 2022 dated April 27, 2022, entitled: **"GUIDELINES ON THE ISSUANCE OF SPECIAL ORDER (SO) FOR THE GRADUATION OF STUDENTS FROM THE PRIVATE AND NON-DEPED INSTITUTIONS OFFERING SENIOR HIGH SCHOOL PROGRAM FOR SCHOOL YEAR 2021-2022 AND ONWARDS"**, which is self-explanatory.
2. For further details, please refer to the attached Regional Memorandum.
3. Immediate dissemination of and compliance with this Memorandum is directed.

  
**RHEA MAR A. ANGTUD EdD**  
Schools Division Superintendent

RMAA/BAS/Lil/Jopales/rm



**Address:** New Imus Ave., Barangay Day-as, Cebu City  
**Telephone Nos.:** 2551516  
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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

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Office of the Regional Director

APR 27 2022

REGIONAL MEMORANDUM

No. 0360 s. 2021

**GUIDELINES ON THE ISSUANCE OF SPECIAL ORDER (SO) FOR THE GRADUATION OF STUDENTS FROM THE PRIVATE AND NON-DEPED INSTITUTIONS OFFERING SENIOR HIGH SCHOOL PROGRAM FOR SCHOOL YEAR 2021-2022 AND ONWARDS**

TO : Schools Division Superintendents  
Private Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) Region VII, through the Quality Assurance Division, issues the **Guidelines on the Issuance of Special Order (SO) for the Graduation of Students from the Private and Non-DepEd Institutions Offering Senior High School Program for School Year 2021-2022 and Onwards**.
2. Pursuant to **DepEd Order No. 10, s. 2018** entitled "**Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical-Vocational- Institutions for School Year 2017-2018**", special order shall be issued to qualified grade 12 learners in private schools and non- DepEd institutions with approved permit to operate Senior High School.
3. Considering that the end-of school year rites for Junior High School is only a completion/ moving up ceremony, this Office hereby ceases the processing of Junior High School special order.
4. The required student's permanent record or School Form 10 (SF 10) to support the application for Senior High School SO, should include the grades from Grade 7 up to Grade 12.
5. The concerned Private and Non-DepEd Institutions must ensure that the evaluation form/ form IX comprises both the grade 11 and grade 12 subject grades/ratings.
6. For purposes of clarity and consistency with existing regulations, Schools Division Offices (SDOs) through the School Governance and Operations Division (SGOD) is tasked to oversee the evaluation of all special order applications from the private school and non- DepEd Institutions located in their respective jurisdictions. SDOs may create a team/s who shall assess the accuracy, authenticity, and completeness of the required supporting documents.
7. Starting School Year 2021- 2022, one of the requirements for the issuance of special order is the "List of Students Who Cannot Graduate Because of Deficiencies in Documents/Grades". This list is a pre-requisite before a special SO will be granted to a




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8. For documents required to be submitted and to be subjected for evaluation, SDOs are advised to refer to QAD Forms 021 and 021-1 (Division and Regional Processing Form for Request of Special Order).
9. To ensure uniformity, only A4 paper size, bookman old font style (preferably size 12) will be utilized in printing the special order form.
10. Be it noted that special order is a one-page document. Hence, all the names of the graduating learners in a single class/section must be accommodated in one page where the Regional Director will sign.
11. Applications for special orders of qualified Grade 12 learners shall be filed by the school through the schools division office (SDO) at least 15 calendar days before the end of the current academic year.
12. Applications for special orders which has fully complied with all the requirements, without any deficiency shall be endorsed by the concerned Schools Division Superintendent to the Office of the Regional Director. attention: **Quality Assurance Division** using the regional processing form for request of special order.
13. Enclosed are the following templates for your reference:

Enclosure No. 1	List of Senior High School Learners Eligible for Special Order
Enclosure No. 2	Special Order Form
Enclosure No. 3	List of Students Who Cannot Graduate Because of Deficiencies in Documents/ Grades
Enclosure No. 4	QAD Form 021- Division Processing Form for Request of Special Order
Enclosure No. 5	QAD Form 021-1 Regional Processing Form for Request of Special Order
Enclosure No. 6	QAD Form 017- Applicant School Affidavit of Authenticity and Completeness of Documents
Enclosure No. 7	QAD Form 018- Certificate of Completeness of Documents

14. Immediate and wide dissemination of this Memorandum is desired.

  
**SALUSTIANO T. JIMENEZ, JD, EdD, CESO V**  
Director IV  
Regional Director



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REGION VII - CENTRAL VISAYAS

Enclosure 2

DepEd Logo

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
Sudlon, Lahug, Cebu City

School Logo

(Not to be filled up)

Date

SPECIAL ORDER

No. (Provide enough space for the SO No.) s. (Not to be filled up)

On the basis of records submitted by the (Name of the school and complete address), approval of eligibility for graduation of the following candidates as of (Month and year of the graduation), upon satisfactory completion of the SENIOR HIGH SCHOOL EDUCATION COURSE (Track and Strand/Specialization), is hereby given and made a matter of record:

MALE

FEMALE

(Names alphabetically enumerated with the family name first)

- 5-

-5-

(Valid for ten (10) students only.)

The approval of any one candidate for graduation is automatically cancelled if he/she does not complete the requirements of the course on the date specified and is subject to revocation if the records upon which the approval is based are later found not correct.

This approval is valid for (Month and year of the graduation) only.

(NOT VALID WITHOUT SEAL OR  
WITH ERASURE OR ALTERATION)

For the Secretary of Education:

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**

Director IV

Regional Director

Course status verified by: \_\_\_\_\_

Enrolment verified by: \_\_\_\_\_

Evaluated by: \_\_\_\_\_



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Enclosure No. 3

**LIST OF SENIOR HIGH SCHOOL LEARNERS WHO CANNOT GRADUATE BECAUSE OF  
DEFICIENCIES IN DOCUMENTS/GRADES**

Name of School: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Cellphone Number: \_\_\_\_\_  
Track/Strand/Specialization: \_\_\_\_\_

Male

Female

- 1.
- 2.
- 3.
- 4.
- 5.

- 1.
- 2.
- 3.
- 4.
- 5.

**Certified True and Correct**

\_\_\_\_\_  
Signature Over Printed Name of School Registrar

**Attested by:**

\_\_\_\_\_  
Signature Over Printed Name of School Head

**Reviewed by:**

\_\_\_\_\_  
SGOD Chief/ SEPS M&E



Republic of the Philippines  
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REGION VII – CENTRAL VISAYAS

QAD FORM 021

**DIVISION PROCESSING FORM FOR REQUEST OF SPECIAL ORDER**

Division: \_\_\_\_\_ School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_  
Contact No. \_\_\_\_\_ Email: \_\_\_\_\_ Date of Application: \_\_\_\_\_

DOCUMENTARY REQUIREMENTS	REMARKS	
	X or √	DOCUMENT EVALUATION
1. Letter-Request from the School Principal or Registrar		
2. Signed Special Order Form ( 3 Copies )		
3. Attachments:		
Photocopied NSO/PSA Birth Certificate of Each Student		
Photocopied School Form 10 of Each Student (Grades 7 to 12)		
Copy of the Student Evaluation Form Per Student (Grades 11 & 12)		
4. List of Students Who Cannot Graduate Because of Deficiencies in Documents/ Grades		
5. Certified Photocopy/ies of the Updated Government Permit or Government Recognition Certificate		
6. Certificate of Reading of the attached documents Signed by the School Level Reading Committee		
7. QAD FORM 017 (Applicant School Affidavit of Authenticity and Completeness of Documents)		

Processed by: \_\_\_\_\_  
SEPS M&E/Private School-in-Charge  
Signature over Printed Name

Date Processed: \_\_\_\_\_

Reviewed by:

\_\_\_\_\_  
SGOD Chief



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: [region7@deped.gov.ph](mailto:region7@deped.gov.ph)



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REGION VII - CENTRAL VISAYAS

QAD FORM 021-1

**REGIONAL PROCESSING FORM FOR REQUEST OF SPECIAL ORDER**

Division: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Contact No. \_\_\_\_\_ Email: \_\_\_\_\_ Date of Application: \_\_\_\_\_

DOCUMENTARY REQUIREMENTS	REMARKS	
	X or √	DOCUMENT EVALUATION
1. Endorsement Signed by the Schools Division Superintendent		
2. Duly Accomplished QAD Form 021		
3. Signed Special Order Form ( 3 Copies )		
4. List of Students Who Cannot Graduate Because of Deficiencies in Documents/ Grades		
5. Certified Photocopy/ies of the Updated Government Permit or Government Recognition Certificate		
6. Certificate of Reading of the Attached Documents Signed by the School Level Reading Committee		
7. Certificate of Reading of the Attached Documents Signed by the Division/District Level Reading Committee		
8. QAD FORM 017 (Applicant School Affidavit of Authenticity and Completeness of Documents)		
9. QAD Form 018 ( Certificate of Completeness of Documents by the SDO)		

Processed by: \_\_\_\_\_

Education Program Supervisor  
Signature over Printed Name

Date Processed: \_\_\_\_\_

Reviewed by:

\_\_\_\_\_  
QAD Chief



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QAD FORM 017- Applicant School Affidavit of Authenticity and Completeness of Documents

**AFFIDAVIT OF AUTHENTICITY AND COMPLETENESS  
OF DOCUMENTS**

The undersigned, \_\_\_\_\_, the School President/Director/Principal of \_\_\_\_\_ (Name of School and Complete Address), after having been duly sworn to in accordance with law, hereby deposes, states, and warrants that the documents submitted to the Office of the \_\_\_\_\_ (Name of Schools Division Office) are complete and authentic, as stipulated in DepEd Order No. 88, s. 2010 and the data/facts contained therein are true and correct.

The undersigned further undertakes to allow the Department of Education, Division of \_\_\_\_\_, or any of its authorized representative to verify all documents which are necessary for the issuance of Government Permit.

Finally, I hereby **DECLARE** and **ASSUME** full responsibility for any falsity or misrepresentation of any material fact in the contents of the documents.

**IN WITNESS WHEREOF**, I hereby affix my signature this \_\_\_\_ day of \_\_\_\_\_ 2022 at \_\_\_\_\_.

\_\_\_\_\_  
School President/Director/Principal

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_ 2022 at \_\_\_\_\_, with Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.



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QAD FORM 018-Division Certificate of Completeness

**CERTIFICATE OF COMPLETENESS OF DOCUMENTS**

We, the undersigned Education Leaders of the Department of Education, Division of \_\_\_\_\_, have conscientiously evaluated and validated the documents submitted by the \_\_\_\_\_

(Name and Address of Applicant School)

and found the said documents complete and in order pursuant to **DepEd Order No. 88, Series 2010**, entitled “**2010 Revised Manual of Regulations for Private Schools in Basic Education**”.

**IN WITNESS WHEREOF**, we hereby affix our signatures this \_\_\_\_\_ day of \_\_\_\_\_ 2022 at \_\_\_\_\_.

\_\_\_\_\_  
SGOD-SEPS M&E  
Signature Over Printed Name

\_\_\_\_\_  
SGOD EPS  
Signature Over Printed Name

\_\_\_\_\_  
SGOD Chief  
Signature Over Printed Name



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