



Republic of the Philippines
Department of Education
 REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM

MAR 18 2025

No. 205 s., 2025

**GUIDELINES ON THE PREPARATION AND SUBMISSION OF SPECIAL
 ORDERS (SO) 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**

To: Assistant Schools Division Superintendent
 Chief Education Supervisor- CID & SGOD
 Public Schools District Supervisors
 Private Elementary and Secondary School Heads
 All others concerned

1. Attached is Regional Memorandum No. 199, series 2025 entitled, "Guidelines on the Preparation and Submission of Special Orders (SO) 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".
2. In this connection, this office is accepting applications for Special Orders until **March 28, 2025** only.
3. Immediate and widest dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent



Number of pages including this document:
 Encl: None
 Reference: Regional Memorandum No. 199, s. 2025
 To be indicated in the perpetual index under
 the following subjects:

SPECIAL ORDER QUALIFIED GRADE 12 PRIVATE SCHOOLS

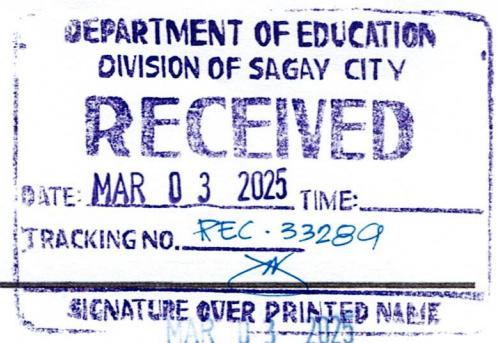
SGOD/nbzamora/M&E



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Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS



REGIONAL MEMORANDUM

No. 193 s. 2025

**GUIDELINES ON THE PREPARATION AND SUBMISSION OF THE 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**

To: Schools Division Superintendents.
Presidents of State Colleges and Universities
Heads of Private Schools, Colleges and Universities
All Other Concerned

1. Pursuant to DepEd Order No. 10, s. 2018 title Guidelines on the Issuance of the 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 School Year 2017-2018, this Office releases the guidelines on the preparation and submission of Special Orders.
2. The application of 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. This shall be processed by the Regional Office (RO) and returned to the school through the SDO within seven (7) calendar days from the receipt of application.
3. The following documents shall be prepared and encoded in long (folio) size bond paper, Bookman Old Style font, size 11:
 - a) Indorsement from the Schools Division Superintendent;
 - b) Application Letter from the School Head;
 - c) Accomplished Special Order Form (RO-QAD-F087) in three (3) original copies. The maximum number of students per page is 24 to reserve enough space for the identified signatories. Names of Students are arranged in alphabetical order by academic track and keep in one file only to observe the correct pagination in the Reference Code found in the SO template.
 - d) List of Graduating Grade 12 Learners in alphabetical order by SHS course.



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4. The SDO shall evaluate the following documentary requirements for the special order application received from the private schools with no accreditation:
- a) Application Letter signed by the School Head;
 - b) Accomplished Special Order Form (RO-QAD-F087)in three (3) original copies;
 - c) Certified TRUE COPY of Form 137-A (Secondary)signed by the School Registrar or School Head;
 - d) Photocopy of the Government Permit to Operate or Government Recognition;
 - e) List of Graduating Students signed by the School Head; and
 - f) Certified TRUE COPY of Permit to Offer SHS course/s.
5. For accredited private schools, the following documentary requirements are forwarded to the SDO for evaluation:
- a) Application Letter signed by the School Head;
 - b) Accomplished Special Order Form (RO-QAD-F087) in three (3) original copies;
 - c) List of Graduating Students signed by the School Head;
 - d) Photocopy of the Government Recognition;
 - e) Certified TRUE COPY of Permit to Offer SHS course/s; and
 - f) Certificate of Accreditation from the DepED identified Accrediting Agency.
6. The SDO shall indorse the evaluated SO application to the Regional Office for validation and approval with the complete supporting documents:
- a) Indorsement from the Schools Division Superintendent;
 - b) Application Letter signed by the School Head;
 - c) Accomplished Special Order Form (RO-QAD-F087)in three (3) original copies;
 - d) List of Graduating Students signed by the School Head;
 - e) Photocopy of the Government Recognition;
 - f) Certified TRUE COPY of Permit to Offer SHS course/s reflected in the applications; and
 - g) Certified TRUE COPY of Certificate of Accreditation from the DepED identified Accrediting Agency (for accredited schools ONLY).
7. SO application with incomplete documentary requirements shall not be forwarded to this Office.
8. Attached are the List of RO Validators and Special Order template for reference.



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Department of Education
REGION VI - WESTERN VISAYAS

9. Immediate dissemination of and compliance with this Memorandum is directed.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated

Reference: DO No. 10, s. 2018

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

AUTHORITY
ELIGIBILITY
LEARNERS
LEGISLATION
PERMIT
PRIVATE EDUCATION
SENIOR HIGH SCHOOL

LMDS/QAD/RM- Guidelines on the Preparation...
09/February 21, 2025



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
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Website: region6.depd.gov.ph



Certificate No. PHP QMS
24 93 0184



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

Enclosure No. 1 to RM No. _____, s. 2025

**SPECIAL ORDERS (SO) FOR GRADE 12 LEARNERS ENROLLED
IN PRIVATE SCHOOLS, TVIs & SUCs for SY 2024-2025**

List of Validators

VALIDATOR	SDO	Color of Long Folders
Dr. Ruby T. Llave	Antique, Escalante City & Sagay City	Green
Dr. Lily Marlyn D. Sajonia	Aklan, Negros Occidental & Sipalay City	Yellow
Dr. Nueva P. Mangaoang	Bacolod City, Roxas City & Silay	Red
Dr. Grace M. Jomuad	Bago City, Iloilo, Cadiz City & Passi City	Violet
Dr. Jingky L. Dioso	Capiz, Iloilo City, La Carlota City & Victorias City	Pink
Dr. Leilanie F. Sindingan	Himamaylan City, Guimaras, Kabankalan City & San Carlos City	Cream



Republic of the Philippines
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REGION VI-WESTERN VISAYAS

Date: (leave blank), 2025

SPECIAL ORDER (R-VI)
No. _____, s. 2025

On the basis of records submitted by the NAME OF SCHOOL ALL CAPS,
School Address, approval of the eligibility for graduation in **Senior High School**
(Specify the track and strand) of the following as of Month, day, year of graduation upon
the satisfactory completion of the academic requirements of the K to 12 Basic Education
Curriculum is hereby given and made a matter of record:

- | Male | Female |
|---|--------|
| 1. <i>Surname, First Name, Middle Initial</i> | 1. |
| 2. <i>in alphabetical order</i> | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| 6. | 6. |
| 7. | 7. |
| 8. | 8. |
| 9. | 9. |
| 10. | 10. |
| 11. | 11. |
| 12. | 12. |

The approval of any one candidate for graduation is automatically canceled if he/she does not complete the requirements of the curriculum on the date specified and is subject to revocation if the record upon which the approval is based where the later found to be incorrect.

This approval is valid for **THIRTY (24) LEARNERS** only.

Evaluated By : Name & Signature
Chief, Curriculum Implementation Division

Name & Signature
Chief, School Governance Operations Division

Validated By: Name & Signature
Education Program Supervisor, QAD

Recommending Approval:

JUDE THADDEUS I. ILEDAN PhD
Chief, Quality Assurance Division

Approved:

RAMIR B. UYTICO EdD, CESO III
Regional Director

(NOT VALID WITHOUT SEAL OR WITH ERASURE)

Doc. Ref. Code	RO-QAD-F0160	Rev	00	
Effectivity	10.04.2023	Page	1 of 1	