



Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

**DIVISION MEMORANDUM**

No. 279 s. 2024

**TO :** OIC-Assistant Schools Division Superintendent  
CID and OIC SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads (Public & Private schools)  
All Others Concerned

**FROM :** **MARGARITO A. CADAYONA JR., PhD., CESO VI**  
OIC-Schools Division Superintendent

For the Schools Division Superintendent:

  
**JUN NILO D. DULFO JR., PhD.**  
OIC-Asst. Schools Division Superintendent



**SUBJECT :** **REITERATION OF DEPARTMENT OF EDUCATION'S POLICIES  
IN THE CONDUCT OF END-OF-SCHOOL (EOSY) RITES AND  
OTHER UPDATES**

**DATE :** May 16, 2024

1. The Division of Calbayog City issues this Memorandum to reiterate policies and guidelines in the conduct of End-Of-School (EOSY) Rites to guide both public and private elementary and secondary schools in the entire Division for this School Year 2023-2024.
2. As stipulated in DepEd Order No. 003, s. 2024, entitled Amendment to DepEd Order No. 022, s. 2023, the school year shall formally end on May 31, 2024, Friday. The EOSY Rites shall be conducted from May 29-31, 2024, and per *DepEd Memorandum No. 23, s. 2024, dated May 02, 2024*, the theme for this year's ceremonies shall be "**Kabataang Pilipino Para sa Matatag na Kinabukasan ng Bagong Pilipinas**" (Filipino Youth: Building a Stronger Future for a New Philippines).
3. The School Awards Committee shall deliberate on awards and recognition not later than three calendar days before the EOSY Rites for the following:



P2. Brgy. Hamorawon, Calbayog City, 1<sup>st</sup> District of Samar  
(055) 530-0059 | [bit.ly/depedcalbayog](http://bit.ly/depedcalbayog)  
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- a. Learners who will receive recognition and awards, and
  - b. Learners who are candidates for graduation
4. All schools shall implement the annual face-to-face conduct of the following K to 12 Basic Education Program EOSY Rites:

Grade Level Completers	Completers	Proof of Completion
Kindergarten	Moving up	Kindergarten Certificate
Grade 6	Graduation	Elementary Certificate
Grade 10	Moving Up	Junior High School Certificate
Grade 12 learners from: a. Schools with DepEd approved K to 12 transition plans b. Schools with permit to operate Senior High School since 2014 c. International schools with K to 12 Program	Graduation	Senior High School Diploma

5. The Division reiterates the following DepEd policies:
- a. Graduation and Moving Up Ceremonies should be simple yet meaningful. While these rites mark milestone in the lives of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venues.
  - b. Non-academic projects articulated in DO No. 66, s. 2017, entitled **Implementing Guidelines on the Conduct of Off-Campus Activities** such as attendance to field trips, film showing, Graduation Ball, and other school events should not be imposed as requirements for graduation or completion.
  - c. The sample /suggested program flow for Moving up Exercises and Graduation Ceremony, formulary, Confirmation content, and other needed templates are hereby attached for your guidance and reference.
  - d. The format of the certificate of completion and diploma and other communication must be per enclosure no. 1, pages 42-46, of DO no. 31, s. 2019, entitled **The Department of Education Service Marks and Visual Identity Manual**.
  - e. 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 template 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 cited completion certificate and diploma templates is required.
  - f. Guidelines on awarding of honors to learners from Grades 1 to 12 as stipulated in DO No. 36, s. 2016, entitled **Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program** shall be followed.



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- g. Moving Up or Graduation rites shall be conducted in an appropriate solemn ceremony befitting the graduating students and their family and shall not be used as a political forum, in strict compliance with DO No. 46, s. 2018, entitled ***Prohibition of Electioneering and Partisan Political Activity***.
  - h. No DepEd personnel shall be allowed to collect any kind of contribution or graduation /moving up fee.
6. Casual or formal wear, or school uniform, shall remain as the recommended moving up/graduation attire. Toga or sablay is allowed to be worn as an additional garb for senior high school. Only Grade 6 and Grade 12 learners can use toga as their graduation attire.
  7. Schools are required to start with the checking of EOSY forms such as Permanent Records and to correct data on the spelling of names, LRN, and birthdays of students.
  8. The school must create a committee for the initial checking of forms and to be validated by the Division Team, and a simultaneous checking of school forms shall be conducted with the given schedule:

School level Checking: May 20 & 21, 2024

Division -District level Checking: May 22-24, 2024

as to the venue and composition of Division Team and other details of checking activity, a separate Division Memorandum shall be issued.

9. The printing of certificate and diploma can be done after the initial checking of forms. The PSDS shall countersign on the lower right side while the EPS District adopter shall countersign on the lower left side of the Schools Division Superintendent's name.
10. The documentary stamp and the school seal shall be placed on the left side of the certificate/diploma just above the name of the school head. Documentary stamps are not required for kindergarten certificates.
11. All public schools are mandated to distribute the original diploma to the completers or graduating students during the Moving Up or Graduation.
12. For uniformity, all public schools shall use **MOVING UP EXERCISES** for Kindergarten and Grade 10, and **GRADUATION CEREMONY** for Grade 6 and Grade 12.
13. Expenses relative to the conduct of Moving Up or Graduation shall be charged against the school MOOE subject to the usual accounting and auditing rules and regulations. For the Alternative Learning System (ALS), expenses to be incurred for the conduct of the activity may be charged to the ALS Program Support Fund
14. Immediate dissemination of and compliance with this memorandum is highly desired.



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# PROGRAM FLOW FOR MOVING UP EXERCISES

(Kindergarten and Grade 10)

**I. Entrance /Processional** – Candidates for graduation, parents, PTA Officials, Teachers, Guest, etc.

**II. Philippine National Anthem**

- *May be sung by the participants and the audience either in acapella or with accompaniment.*
- *The Philippine Flag shall be properly situated at the right side of the stage facing the audience. This part shall be sung with full honor and respect.*

**III. Opening Prayer/Doxology**

**IV. Division Hymn**

**V. Opening Message** – by the School Head

*(This part shall focus on the significance of the ceremony, the school's performance and achievements in the last 3 years and the role of the community in promoting quality basic education as an impact of partnership and shared governance. This shall be done in not more than 7 minutes.)*

**VI. Welcome Address** – by a pupil/student chosen by the committee in charge of the ceremony; preferably an honor pupil/student. *(This part shall not exceed 5 minutes.)*

**VII. Message of Secretary** – by the highest DepEd Official present in the ceremony

**VIII. Presentation of Completers** by the department head/academic coordinator

**IX. Confirmation of Completers** by the highest DepEd Official present in the ceremony

**X. Distribution of Certificate of Completion**

**XI. Distribution of Awards** (Medals, Ribbons and Certificates)

*(This part shall include important literature of the particular award, including the criteria in selecting the recipient/s for the award. The literature shall include relevance of performance to academic achievements.)*

**XII. Inspirational Message** – to be delivered by an invited parent/successful alumna or alumnus/partner/sponsor. *The message shall not exceed 7 minutes.*

**XIII. Singing of Song of gratitude, celebration and/or thanksgiving** by the movers up. *The song shall be properly sung with harmony.*

**XIV. Closing Message** – by the school head *(The school head shall wrap up the ceremonies, inspire parents to continue supporting the education of the children and make relevant announcements on upcoming school-related activities)*



**XII. Message of the Guest Speaker** *by an invited alumnus/alumna who can provide inspiration to the graduates with his/her success and/or achievements in life after his stint with the school.*

**XIII. Words of Gratitude** – *by another graduate chosen by the committee.*

*(This part may give premium to success, celebrating collaborative efforts of the family and the community in keeping the children in school, in helping them gain experiences that will guide and help them when they continue towards the attainment of their aspirations.)*

**XIV. Pledge of Loyalty** *by candidate for graduation*

**XIV. Graduation Song** *by candidate for graduation*

*(This part shall deliver success through a musical celebration reflecting the inspiration and aspirations of the class. The song shall be of their choice and shall be properly sung to reflect the quality of music education and experiences of the learners).*

**XV. Closing Message**

*(The School Head meaningfully wrapping up the ceremony, may announce upcoming school-related activities and inspire parents to continuously support the education of the children.)*

**XVI. Recessional** – *Graduation Ceremony ends.*





## SUGGESTED GRADUATION FORMULARY

Schools Division of Calbayog City  
Calbayog City  
Academic Year 2023-2024

### PRELIMINARIES

<i>The <b>THEME</b> of the 2023-2024 RITES</i>	<b>"Kabataang Pilipino Para sa Matatag na Kinabukasan ng Bagong Pilipinas"</b>
<i>DepEd Memo No. 23, s. 2024, dated May 02, 2024</i>	<b>(Filipino Youth: Building a Stronger Future for a New Philippines).</b>
<i>Date</i>	May 29-31, 2024
<i>EOSY Activities</i>	7:30-11:00 am ; and
<i>Date (Graduation, Moving-up, Recognition, Etc.)</i>	3:00 pm onwards
<i>Assembly Venue</i>	As identified by each school head
<i>Formation Time</i>	<i>Approved time</i>  <i>The Marshalls team takes charge; directs the candidates for graduation to form single line in alphabetical order and in accordance to the sequence of the graduating groups as printed in the program.</i>
<i>Formation Area</i>	As identified by the school
<i>March Music</i>	Philippine Graduation March: " <i>Martsang Pandangal</i> " or " <i>Martsang Pang MATATAG</i> "
<i>Commencement Time</i>	Based on the approved time
<i>Order of Procession</i>	<ul style="list-style-type: none"><li>• Candidates headed by their advisers</li><li>• Faculty Members</li><li>• Guests</li><li>• Division Officials/Confirming Officer</li><li>• The Administrator's Party with the Guest Speaker</li></ul>

### PROCESSIONAL

**MC:** Good morning, ladies and gentlemen. Welcome to the \_\_\_ Graduation Ceremonies of the (School), Calbayog City Academic Year 2023-2024.

**MC:** Ladies and gentlemen, the candidates for graduation of Grade 12 (Section) Headed by their Adviser \_\_\_\_\_.

**MC:** Ladies and gentlemen, the Faculty Members of (name of school).

**MC:** Ladies and gentlemen, let us welcome our distinguished guests.

*(Mention the names of the guests in hierarchy in terms of their positions. The runner takes this duty.)*

**MC:** Ladies and gentlemen, the division officials and the confirming officer.

**MC:** Let's welcome the Administrator's Party. The party is composed of the Administrative Council headed by the School Head/Principal and this year's Graduation Ceremony Speaker.

**MC:** May I request everyone to stand for the entrance of the National and School Colors, and please remain standing until after the singing of the Philippine National Anthem and the Interfaith Prayer. Please uncover.

*(Entrance of Colors)*

*(Plays Lupang Hinirang and Interfaith)*

### **WELCOME SONG**

**MC:** Please be seated.

Ladies and Gentlemen, the candidates will now sing their graduation welcome song. Candidates please rise.

### **WELCOME ADDRESS**

**MC:** Candidates please be seated.

Ladies and Gentlemen, (name of the second highest awardee) will now deliver his/her welcome address. Rounds of applause.

### **PRESENTATION OF THE CANDIDATES FOR GRADUATION**

**MC:** Ladies and Gentlemen, (Name of the School Head) will now present the candidates for graduation. Dr. Margarito A. Cadayona, Jr., OIC-Schools Division Superintendent duly represented by \_\_\_\_\_ as confirming officer will confirm them.

**School Head:** Dr. Margarito A. Cadayona, Jr., OIC-Schools Division Superintendent duly represented by \_\_\_\_\_ and by virtue of the authority vested upon me by the Department of Education, Schools Division of Calbayog City, as the School Head of (name of school), I have the honor and privilege to present to you the candidates for graduation of (school) this school year 2023-2024, composed of \_\_\_ boys and \_\_\_ girls with a total of \_\_\_\_\_.

I therefore certify that these \_\_\_ candidates for graduation have fully satisfied the requirements prescribed by the department. They now await your confirmation.

*(CONFIRMATION OF GRADUATION)*

**Confirming Officer:** By virtue of the authority vested in me as the representative of VP and Secretary Sara Z. Duterte of the Department of Education through \_\_\_\_\_ Officer-in-Charge, Office of the Schools Division Superintendent (in case the SDS is not present) and having been presented by you school head that you have completed the basic requirements prescribed by the Department of Education under the Basic Education Curriculum, I now confirm you graduates for the school year 2023-2024.

Congratulations!

**PRESENTATION OF DIPLOMAS, AWARDING OF HONORS AND SPECIAL AWARDS**

**MC:** Graduates, please be seated.

We now come to the highlight of this graduation ceremonies, the awarding of diplomas. The Confirming Officer will now present their diplomas, certificates, and departmental awards. He will be assisted by the School Head.

The names of the graduates will be read in alphabetical order by the school registrar.

We would like to request a parent/guardian to accompany the graduates in receiving their diplomas and awards. May we also request our dear parents to pin your children's ribbons and award their medals on the designated area.

**INTRODUCTION OF THE GUEST SPEAKER**

**MC:** Everyone, please be seated.

At this juncture ladies and gentlemen, today's occasion is but a mix-up of inspirations and dedication rolled in the years of raging the world of education. If there's one person who could testify the value of transformative education our school has contributed to society in general and to each of you graduates in particular, is our very own graduation speaker present today. Let us listen to his/her own story of success as he/she inspires you of his/her own beautiful journey of becoming who he/she is today. And to do the honors of introducing



him/her, may I call our beloved principal/school head. Rounds of applause.

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### GRADUATION MESSAGE

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MC: Thank you very much to our graduation speaker \_\_\_\_\_. At this point, may we request our confirming officer and school head to hand in our certificate of appreciation and token as symbols of our gratitude for your precious time shared with us and with our graduates.

### ADDRESS OF GRATITUDE

MC: At this moment, let us altogether listen to the grateful heart of the highest academic honor awardee \_\_\_\_\_ as she extends her gratitude on behalf of the graduates. Rounds of applause.

### GRADUATION SONG

MC: Ladies and Gentlemen, the Graduates will now sing their Graduation Song. Graduates, please rise.

### PLEDGE OF LOYALTY

MC: Our graduates will now recite the Pledge of Loyalty. To lead them is \_\_\_\_\_, Loyalty awardee. Graduates, please rise.

### OATH TO THE ALUMNI ASSOCIATION

MC: At this juncture, the graduates will be presented to the School's Alumni Association. They will be inducted to the association by \_\_\_\_\_, Alumni Association President.

### SINGING OF THE SCHOOL HYMN

MC: Ladies & gentlemen, the graduates will now sing the School Hymn. All please rise. Everyone is requested to join in the singing of the School Hymn.  
*(after the singing of the School Hymn...)*

### CLOSING MESSAGE

MC: Ladies & gentlemen, may we call \_\_\_\_\_ to officially bring to a close this year's Graduation Ceremonies.  
*(after the Closing Message...)*

### RECESSIONAL

**MC:** Ladies and Gentlemen, we now have come to the end of today's graduation ceremonies. Everyone is enjoined to stand for the retiring of the National and School Colors and please remain standing until after the administrator's party retires.

### **CONCLUDING WORDS**

**MC:** Ladies and Gentlemen, the \_\_\_\_\_ of the \_\_\_\_\_ Academic Year 2023-2024 is now officially over. To all our graduates, parents, relatives and friends, **CONGRATULATIONS!** This has been your emcee for today \_\_\_\_\_ saying, "It is not how much we have, but how much we enjoy that makes total happiness!"

God bless everyone!

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# CONFIRMATION OF COMPLETERS

Kindergarten / Junior High School

*by OIC-SDS Dr. Margarito A. Cadayona Jr., CESO VI*

**By the power vested upon me by the Department of Education as the Officer-In-Charge, Office of the Schools Division Superintendent, Schools Division of Calbayog City, and as representative of the Vice President and Secretary Sara Z. Duterte of the Department of Education and as presented by the school head/school principal and recommended by the Public Schools District Supervisor that these candidates for moving-up have satisfactorily complied the requirements of the enhanced basic education curriculum for Kindergarten / Junior High School, as prescribed by the Department of Education, I now confirm you completers of School Year 2023-2024!**

**Congratulations!**



# CONFIRMATION OF GRADUATES

Elementary / Senior High School

*by OIC-SDS Dr. Margarito A. Cadayona Jr. CESO VI*

**By the power vested upon me by the Department of Education as the Officer-In-Charge, Office of the Schools Division Superintendent, Schools Division of Calbayog City, and as representative of the Vice President and Secretary Sara Z. Duterte of the Department of Education and as presented by the school head/school principal and recommended by the Public Schools District Supervisor that these candidates for moving-up have satisfactorily complied the requirements of the enhanced basic education curriculum for Elementary / Senior High School, as prescribed by the Department of Education, I now confirm you graduates of School Year 2023-2024!**

**Congratulations!**

# CONFIRMATION OF COMPLETERS

Kindergarten / Junior High School

*As the representative of the SDS*

**By virtue of the authority vested upon me as representative of the Officer-In-Charge-Schools Division Superintendent, Dr. Margarito A. Cadayona Jr., CESO VI of DepEd, Schools Division of Calbayog City, who represents our Vice President and Secretary Sara Z. Duterte of the Department of Education and as presented by the school head/school principal and recommended by the Public Schools District Supervisor that these candidates for moving-up have satisfactorily complied the requirements of the enhanced basic education curriculum for Kindergarten / Junior High School, as prescribed by the Department of Education, I now confirm you completers of School Year 2023-2024!**

**Congratulations!**

# CONFIRMATION OF GRADUATES

Elementary / Senior High School

As the representative of the SDS

**By virtue of the authority vested upon me as representative of the Officer-In-Charge-Schools Division Superintendent, Dr. Margarito A. Cadayona Jr., CESO VI of DepEd, Schools Division of Calbayog City, who represents our Vice President and Secretary Sara Z. Duterte of the Department of Education and as presented by the school head/school principal and recommended by the Public Schools District Supervisor that these candidates for graduation have satisfactorily met the requirements of the enhanced basic education curriculum for elementary / Senior High School, as prescribed by the Department of Education, I now confirm you graduates of School Year 2023-2024!**

**Congratulations!**



**CERTIFICATE**

DepEd shall issue certificates to ascertain personnel attendance at or participation in official activities. The vertical format should be used when the certificate is issued by the Department alone.

The certificates shall have the official seal at the center. Below the seal is the *Republic of the Philippines* and the *Department of Education*. Size will vary depending on the size of paper used.













# Junior High School Certificate of Completion

	
Republika ng Pilipinas Republic of the Philippines Kagawaran ng Edukasyon Department of Education REHUYON XXX REGION XXX BARGAY NG XXXXXXXX DIVISION OF XXXXXXXX XXXXXXXX HIGH SCHOOL	Old English Test No. F14 Old English Test No. F10 Old English Test No. F16 Old English Test No. F10 Bookman Old Style 11 Bookman Old Style 8 Bookman Old Style 14
Pinarulaynan nito na in This certifies that	
<b>JUAN A. DELA CRUZ</b>	
Learner Reference Number (LRN) XXXXXXXX	
ay kasiyapang nabatupad sa mga kinakailangan sa Kurikulum ng Junior High School na sinailala para sa has subsequently completed the requirements of the Junior High School Curriculum prescribed for	
Malina na Paaralan ng Edukasyon, kaya pinagkalooban ng maging Secondary Schools of the Department of Education, with honor mentioned that	
<b>KATUNAYAN CERTIFICATE</b>	
Nilagdaon sa XXXXXXXX, Pilipinas nitong ika-... ng ... 2019	
Signed in Marikina, Philippines on the ... day of ... 2019	
XXXXXXXX Principulo Principal	XXXXXXXX Pangunahing na Tagapantatnala ng mga Paaralan School Division Superintendent

Reference: Enclosure No. 3 to  
DepEd Order No. 2, s. 2019

*(Handwritten signatures)*

# Senior High School Diploma

	
Republika ng Pilipinas <i>Republic of the Philippines</i> Kagawaran ng Edukasyon <i>Department of Education</i> REGION III PANGASINAN BANGAY NG XXXXXXXX DISTRICT OF XXXXXXX	Old English Test at 14 Old English Test at 10 Old English Test at 14 Old English Test at 10 Bookman Old Style 11 Bookman Old Style 8 Bookman Old Style 14 Bookman Old Style 11 Bookman Old Style 9 Bookman Old Style 13 Bookman Old Style 10 Bookman Old Style 11 Bookman Old Style 9
<b>XXXXXXXX HIGH SCHOOL</b> Papatunayan nito na si _____ This certifies that _____	
<b>JUAN A. DELA CRUZ</b> Learner Reference Number (LRN): XXXXXXXX Nilagdaan sa mga kinakailangan sa pagtatapos ng Senior High School Has satisfactorily completed the requirements for graduation in Senior High School	
<b>TRACK</b> _____ <b>STRAND</b> _____	
na kinukla para sa Mataas na Paaralan ng Edukasyon kaya pangkalahatan nya nilagay presented for Secondary Schools of the Department of Education and as therein provided this	
<b>KATIBAYAN</b> DIPLOMA Nilagdaan sa XXXXXXX, Pilipinas nangangalan _____, on _____, 2019. Signed in XXXXXXX, Philippines on _____ day of _____, 2019.	
XXXXXXXX Principal	Bookman Old Style 11 Bookman Old Style 9 Bookman Old Style 11 Bookman Old Style 9 XXXXXXXXXXXX Pangantungan na Tugpamanahala ng mga Paaralan Schools Division Superintendent

Reference: Enclosure No. 4 to  
DepEd Order No. 2, s. 2019