

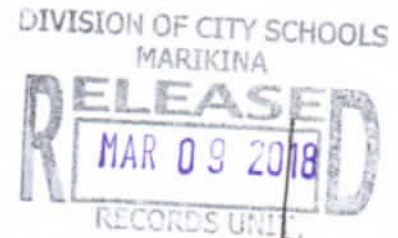


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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March 7, 2018



DIVISION MEMORANDUM
No. 65 s. 2018

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.


To: Administrators/Presidents of HEI's
Secondary School Principals of Private Schools
Officers-in-Charge
Senior High School Coordinators of Private Schools and HEI's

1. Enclosed is DepEd Order No. 10, s, 2018 re: **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 (TVIs) for School Year 2017-2018**, content of which is self-explanatory, for information and appropriate action.
2. Particular attention is invited to paragraphs No. 2, 3 and 4 of the said DepEd Order.
3. Immediate dissemination of and compliance with the Memo is desired.

For:

SHERYLL T. GAYOLA
Officer-In-Charge
Office of the Schools Division Superintendent

By:


ELISA O. CERVEZA
Chief Education Supervisor, CID
OIC, Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education

05 MAR 2018

DepEd ORDER
 No. **10**, s. 2018

**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**

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

DIVISION OF CITY SCHOOLS
 MARIKINA
RECEIVED
 07 MAR 2018
 RECORDS UNIT *11:09*

1. The Department of Education (DepEd) issues the **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 (TVIs) for School Year (SY) 2017-2018.**
2. For the information and proper guidance of all concerned, the regional offices (ROs) are hereby authorized to issue special orders to schools that were issued provisional permits to operate in SY 2016-2017 or prior to this school year for the graduation of qualified Grade 12 learners. The Central Office shall be responsible for the issuance of special orders for Philippine Schools Overseas (PSOs).
3. The issuance of special orders shall follow the same guidelines stipulated in DepEd Order No. 88, s. 2010, or the Revised Manual of Regulations for Private Schools in Basic Education, except for the timeline of application for special orders.
4. Applications for special orders of qualified Grade 12 learners for SY 2017-2018 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 RO and returned to the school through the SDO within seven calendar days from the receipt of application. For PSOs, the same timeline applies for the application and the subsequent issuance of the special order with the Bureau of Curriculum Development processing the said application.
5. A separate DepEd Order shall be issued on the requirements for the issuance of certificates of recognition to private schools/colleges and TVIs offering the SHS Program.
6. Immediate dissemination of and compliance with this Order is directed.


LEONOR MAGTOLIS-BRIONES
 Secretary

References:

DepEd Order No. 88, s. 2010

DepEd Memorandum No. 4, s. 2014

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

AUTHORITY
LEGISLATION
PERMIT
POLICY
RULES AND REGULATIONS
SCHOOLS
SENIOR HIGH SCHOOLS
TECHNICAL EDUCATION
VOCATIONAL EDUCATION

APA/MCR-Do-Guidelines on the Issuance of Special Order...
0138/February 16, 2018/3-1-18/3-2