



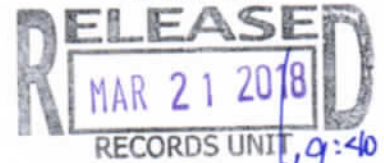
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



March 19, 2018

DIVISION OF CITY SCHOOLS
MARIKINA




DIVISION MEMORANDUM

No. 81, s. 2018

**LEARNERS ENROLLED IN PRIVATE SCHOOLS, COLLEGES
AND TECHNICAL-VOCATIONAL INSTITUTIONS AND TECHNICAL
EDUCATION AND SKILLS AND DEVELOPMENT AUTHORITY**

TO: Private School Presidents/Administrators
Presidents, Higher Education Institutions
Senior High School Coordinators
School Heads of Private Schools
Private School Registrars

1. Enclosed is Regional Memorandum No. 37, s. 2018 with attached Special Order Process Flow re: **Learners Enrolled in Private Schools, Colleges and Technical-Vocational Institutions and Technical Education and Skills Development Authority**, content of which is self-explanatory, for information and appropriate action.
2. Particular attention is invited to paragraphs 3, 4 and 5 of the said DepEd Order.
3. Relative to this, this Office reiterates that all schools applying for S.O. for the Grade 12 qualified graduates should course the request to the office of the Schools Division Superintendent of SDO Marikina City.
4. Immediate and wide dissemination of this Memorandum is desired.


SHERYLL T. GAYOLA
Officer-in-Charge

Office of the Schools Division Superintendent



PAMBANSANG PUNONG REHIYON (NATIONAL CAPITAL REGION)
 Daang Misamis, Bago Bantay, Lungsod Quezon (Misamis St., Bago Bantay, Quezon City)

Records and Publication Unit
RELEASED
 By: _____
 Date: 15 MAR 2018 Time: _____

March 14, 2018

Regional Memorandum
 No. 37 s. 2018


LEARNERS ENROLLED IN PRIVATE SCHOOLS, COLLEGES AND TECHNICAL-VOCATIONAL INSTITUTIONS AND TECHNICAL EDUCATION AND SKILLS AND DEVELOPMENT AUTHORITY

To: Schools Division Superintendents
 Chief Schools Governance and Operation Divisions
 Chief Curriculum Learning and Management Division
 Private Secondary Schools
 All Others Concerned

DIVISION OF CITY SCHOOLS
 MARIKINA
RECEIVED
 16 MAR 2018
 RECORDS UNIT

1. Pursuant to the Provision of 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 (TVIs) for School Year 2017-2018* and DepEd Order No. 88, s. 2010, "Revised Manual of Regulations for Private Schools in Basic Education."
2. DepEd Order No. 88, s. 2010 states that, Except as may otherwise be provided for by the Department in connection with accreditation, special orders shall be required for the graduation of students from the formal secondary level in private schools. The withholding of the issuance of such special orders by the Department shall be undertaken only in connection with defects in the applications for special orders submitted by the school.
3. This Office is hereby authorized to issue Special Orders to schools that were issued under provisional permit to operate issued by the Department of Education, NCR for School Year 2016 – 2017 for the Grade 12 qualified graduates.
4. The Curriculum and Learning Management Division (CLMD), shall issue Special Orders to Technical Vocational Institutions (TVIs) and Technical Education Skills Development Authority (TESDA) while the Quality Assurance Division (QAD) shall issue Special Orders to private schools with Colleges. The Central Office shall be responsible for the issuance of Special Orders for Philippine Schools Overseas (PSOs).
5. In view thereof, this Office are hereby authorized the Schools Division Offices to issue Special Orders to private schools offering Senior High Schools with no college offering to qualified Grade 12 learners.

6. Applications for Special Orders of qualified Grade 12 learners for School Year 2017-2018, shall follow the same guidelines stipulated in DepEd Order No. 10. S. 2018.
7. Immediate and wide dissemination of this Memorandum is desired.


WILFREDO E. CABRAL
Officer-In-Charge
Office of the Regional Director

QAD:Weng Dino

SPECIAL ORDER PROCESS FLOW

STEP 1: Submission of request for Special Order with the following attachments

1. Letter of Request of Request addressed to the School Division to be endorsed to Regional Director.
2. SF10 (Form 137) – For Verification of grades.
3. SF1 – With initial of Planning Officer for validation of registered students in Learning Information System (LIS) facility.
4. PSA or NSO Birth Certificate – For verification and correction of name and other important entry in the permanent record.
5. Complete list of candidates for graduation

STEP 2: Checking and verification of documents submitted.

STEP 3: If there are corrections return to the school concerned for revision. The concerned school must submit the documents immediately to the SDO. If there are no corrections assign the SO Number.

STEP 4: Completed & corrected documents shall be forwarded to the SDS office for approval.

STEP 5: Inform the school for the release of the S.O. (Photocopy the cover page to be submitted to the Division Records Officer).

Refer to RM 37, s. 2018