March 7, 2019

MEMORANDUM TO:
OIC- Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-in-Charge
Public and Private Schools

GRADUATION CEREMONY FOR GRADE 6 COMPLETERS
IN SCHOOL YEAR 2018-2019

Attached is DepEd Memorandum No. 25, s. 2019 dated March 1, 2019 re: Graduation Ceremony for Grade 6 Completers in School Year 2018-2019, content of which is self-explanatory.

Wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer-In-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatao, Makakalikasan at Makabansa
DepEd MEMORANDUM
No. 025, s. 2019

GRADUATION CEREMONY FOR GRADE 6 COMPLETERS
IN SCHOOL YEAR 2018-2019

To: Undersecretaries
   Assistant Secretaries
   Regional Secretary, ARMM
   Bureau and Service Directors
   Regional Directors
   Schools Division Superintendents
   Division Chiefs and Unit Heads
   Public and Private Elementary and Secondary School Heads
   All Others Concerned

1. This Memorandum clarifies that the end of school year rites for Grade 6 completers this School Year 2018-2019 shall be a graduation ceremony, as stated in the attached DepEd Order No. 2, series of 2019, issued on February 18, 2019.

2. The moving-up ceremony instead of a graduation for Grade 6 completers is under discussion by the Executive Committee. Should this be approved, DepEd assures all concerned that this will be announced with sufficient lead time.

3. Apologies are extended for any inconvenience or confusion this may have caused.

4. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

References:
DepEd Order (No. 002, s. 2019)

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

BASIC EDUCATION
ELEMENTARY EDUCATION
GRADUATION
LEARNERS
SCHOOLS
SCHOOL YEAR 2018–2019 K TO 12 BASIC EDUCATION PROGRAM
END OF SCHOOL YEAR RITES

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

1. For School Year (SY) 2018–2019, the Department of Education (DepEd) announces the conduct of the following End-of-School-Year (EOSY) Rites:

<table>
<thead>
<tr>
<th>Grade Level Completers</th>
<th>Ceremony</th>
<th>Proof of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Moving Up or Completion</td>
<td>Kindergarten Certificate (Enclosure No. 1)</td>
</tr>
<tr>
<td>Grade 6</td>
<td>Graduation</td>
<td>Elementary Certificate (Enclosure No. 2)</td>
</tr>
<tr>
<td>Grade 10</td>
<td>Moving Up or Completion</td>
<td>Junior High School Certificate (Enclosure No. 3)</td>
</tr>
<tr>
<td>Grade 12 learners from:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Schools with DepEd-approved K to 12 transition plan</td>
<td>Graduation</td>
<td>Senior High School Diploma (Enclosure No. 4)</td>
</tr>
<tr>
<td>b. Schools with permit to operate Senior High School since 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. International Schools with K to 12 Program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. The 2019 ceremonies shall focus on the theme Pagkakaisa sa Pagkakaiba-iba: Kalidad na Edukasyon para sa Lahat (Unity in Diversity: Quality Education for All). Schools, schools divisions or regional offices may translate the theme into their respective Mother Tongues. This theme highlights the role of the K to 12 Basic Education Program in developing an educated society where the challenges and benefits of diversity are embraced and welcomed by every Filipino.

3. As announced in Enclosure No. 2 of DepEd Order (DO) No. 25, s. 2018 entitled School Calendar for School Year 2018–2019, the EOSY rites should be scheduled not earlier than April 1, 2019, but not later than April 5, 2019. Schools, divisions or regions with an extended SY shall be guided by their approved revised school calendar.
4. In line with the government’s austerity program, DepEd reiterates the following policies:

   a. Graduation rites should be simple but meaningful to encourage civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire or extraordinary venue;

   b. Moving Up or Completion Ceremonies should be simple, involving only the learners, their parents and the school; and

   c. Nonacademic projects such as attendance to field trips, film showing, Junior-Senior promenade, and other school events should not be imposed as requirements for graduation or completion.

For Public Schools only

   d. Expenses relative to the activity should be charged to the school Maintenance and Other Operating Expenses subject to existing guidelines. No DepEd personnel shall be allowed to collect any kind of contribution or fee for graduation/moving up/completion ceremony.

5. The use of the enclosed completion certificate and diploma templates are as follows:

<table>
<thead>
<tr>
<th></th>
<th>The use of the enclosed completion certificate and diploma templates is required. The signature of the school head is required, while the signature of the schools division superintendent is not required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
<td>The use of the enclosed completion certificate and diploma templates is optional. The signature of the school head is required, while the signature of the schools division superintendent is not required.</td>
</tr>
</tbody>
</table>

6. Awarding of honors to learners from Grades 1 to 12 shall follow the guidelines in DO 36, s. 2016 entitled Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.

7. Further, the EOSY rites and moving up or completion ceremony shall be conducted in an appropriate solemn ceremony befitting the learners and their parents and shall not be used as a political forum. DepEd reiterates the strict compliance with DO 48, s. 2018 entitled Prohibition of Electioneering and Partisan Political Activity.
8. For more information, please contact the Bureau of Learning Delivery-Teaching and Learning Division, 4th Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 638-4799 and (02) 687-2948, or email at bld.od@deped.gov.ph.

9. Immediate dissemination of and strict compliance with this Order is directed.

LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
   As stated

References:
   DepEd Order Nos.: (25 and 48, s. 2018; 36, s. 2016) and 6, s. 2018

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

   BASIC EDUCATION
   CERTIFICATE
   DIPLOMA
   GRADUATION
   JUNIOR HIGH SCHOOL
   KINDERGARTEN EDUCATION
   LEARNERS
   POLICY
   SCHOOLS
   SENIOR HIGH SCHOOL
SAMPLE TEMPLATE FOR KINDERGARTEN CERTIFICATE

REPUBLIC OF THE PHILIPPINES
Department of Education

REGION XXX
DIVISION OF XXXXXX
DISTRICT OF

XXXXX ELEMENTARY SCHOOL

Pinatunayan nito na si
This certifies that

JUAN A. DELA CRUZ
Learner Reference Number (LRN): xxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Kindergarten na itinakda
has satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa XXXXXXXX, Pilipinas nitong ika--- ng Abril 2019.
Signed in XXXXXXXX, Philippines on the ___ day of April 2019.

PNUNONGGURO
Principal

PANSANGAY NA TAGAPAMANIHALA NG MGA PAARALAN
Schools Division Superintendent
SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE

REPUBLICA NG PILIPINAS
Republic of the Philippines

KAGAWARAN NG EDUKASYON
Department of Education

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXX
DIVISION OF XXXXXXX

PUROK NG XXXXX
DISTRICT OF

XXXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ
Learner Reference Number (LRN): xxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda
has satisfactorily completed the requirements of the Elementary Curriculum as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-___ ng Abril 2019.
Signed in Xxxxxxxxx, Philippines on the ___th day of April 2019.

XXXXXXXX
Punongguro
Principal

XXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent
SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION

Republica ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education

REHIYON XXX
REGION XXX
SANGAY NG XXXXXXXX
DIVISION OF XXXXXXX

XXXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ
Learner Reference Number (LRN): xxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinalaangan sa Kurikulum ng Junior High School na itinakda para sa has satisfactorily completed the requirements of the Junior High School Curriculum prescribed for
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong Secondary Schools of the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Xxxxxxx, Pilipinas nitong ika-___ ng Abril 2019.
Signed in Xxxxxxx, Philippines on the ___th day of April 2019.

XXXXXXXX
Punongguro
Principal

XXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent
SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA

Republica ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education
REHIYON XXX
REGION XXX
SANGAY NG XXXXXXXX
DIVISION OF XXXXXX

XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ
Learner Reference Number (LRN): xxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School
has satisfactorily completed the requirements for graduation in Senior High School

TRACK

STRAND

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
prescribed for Secondary Schools of the Department of Education and is therefore awarded this

KATIBAYAN
DIPLOMA

Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-____ ng Abril 2019.
Signed in XXXXXXXX, Philippines on the ___th day of April 2019.

XXXXXXXXXXX
Punongguro
Principal

XXXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent