

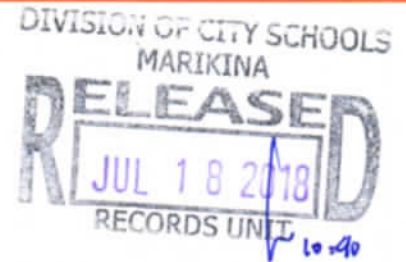


REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

Shoe Ave., Sta. Elena, Marikina City  
+63 (02) 682-2472 / 682-3989 (CID) / 369-9046(SGOD)  
<https://depedmarikina.ph> / (email) [sdo.marikina@deped.gov.ph](mailto:sdo.marikina@deped.gov.ph)



July 16, 2018



**DIVISION MEMORANDUM**

No. 176, s. 2018

**POLICY ON ISSUANCE OF SPECIAL ORDER FOR ACCREDITED SCHOOLS**

**TO:** Heads, Private Secondary Schools

1. Attached is Regional Memorandum No. 85, s. 2018 re: **Policy on Issuance of Special Order for Accredited Schools**, contents of which is self-explanatory, for information and appropriate action.
2. Immediate and wide dissemination of this Memorandum is desired.

For:

**SHERYLL T. GAYOLA**

Officer-In-Charge

Office of the Schools Division Superintendent

By:

  
**ATTY. CEASAR AUGUSTOS E. CEBUJANO**

Division Legal Officer

OIC, Office of the Schools Division Superintendent



**Republika ng Pilipinas**  
 (Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
 (DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
 (NATIONAL CAPITAL REGION)  
 Daang Misamis, Bago Bantay, Lungsod Quezon  
 (Misamis St., Bago Bantay, Quezon City)

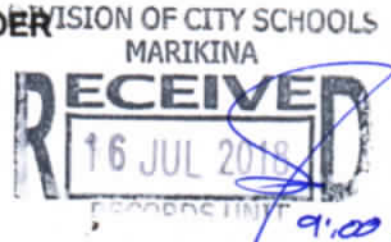
8. Marikina  
 City



July 11, 2018

**MEMORANDUM**  
 No. 85 s. 2018

**POLICY ON ISSUANCE OF SPECIAL ORDER  
 FOR ACCREDITED SCHOOLS**



To: Schools Division Superintendents  
 Heads, Private Secondary Schools

1. This Office has been receiving documents for issuance of Special Order for graduating students. Attention is invited to the provisions of the Revised Manual of Regulations for Private Schools in Basic Education, to wit,

*Section 108. Benefits of Membership. xxxxxxxxxxxxxxxxxxxxxxxx...*

*One of the benefits which may be made available for accredited schools of the appropriate level is the authority to graduate students from accredited courses or programs of study without prior approval of the Department, the conditions for which are as follows:*


- a. *The school head must furnish the Regional Office through the Division Office a copy of its certificates of accreditation.*
- b. *Within two weeks after the graduation exercise, the school shall submit to the Regional office concerned an alphabetical list of graduates by course, accompanied by a certification under oath signed by the school registrar certifying that the students therein listed (1) have complied with all the requirements of the Department, (2) were conferred their respective certificates on a specific date, (3) have complete scholastic records on file in the school, and have their Form 137 for high school, in the custody of the school. This list shall be sufficient basis for issuing special orders, if still necessary.*

*The school will be held fully liable for the veracity of the records without prejudice to any legal action,*

*including revocation of government recognition, as may be called for under the circumstances.*

*The Department reserves the right to cancel or revoke the graduation of any student whose records are found to be fraudulent.*

2. Accordingly, all accredited schools are directed to comply with the above-quoted policy. A Special Order shall be based on the submission of the concerned accredited school to this Office.
3. Pursuant to DepEd Order No. 10, s. 2018 on "*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 School/Colleges and Technical-Vocational Institutions for School Year 2017-2018*", No. 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. All accredited schools are advised to furnish this Office a copy of the accreditation certificate.
5. For information and compliance.

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

QAD  
F2/F11