



Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

May 5, 2023

DIVISION MEMORANDUM

No. 237, s.2023

**GUIDANCE FOR PRIVATE SCHOOLS ON LIST OF DOCUMENTS TO BE VALIDATED PRIOR TO THE  
ISSUANCE OF THE SPECIAL ORDER FOR GRADUATION**

TO: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT  
OFFICE OF THE CURRICULUM IMPLEMENTATION DIVISION  
OFFICE OF THE SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
PRIVATE AND SUCs ELEMENTARY & SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

1. This Office, through the Planning and Research Section of SGOD informs the field on the Regional Memorandum No. 394, s. 2023 relative to the list of documents to be validated prior to the issuance of the Special Order for Graduation of private school learners.
2. The List of Documents are as follows:
  - 2.1. Endorsement signed by the School Head/Administrator
  - 2.2. Certificate of School Checking Conducted
  - 2.3. List of Learners Eligible for Special Order Issuance in both printed & electronic copies
  - 2.4. School Form 5B-SHS (List of Learners with Complete SHS Requirements)
  - 2.5. School Form 6-SHS (Summarized Report of Learner Status as of the End of School Semester & School Year for SHS)
3. To facilitate seamless issuance of Special Order for the SHS Graduating learners, Private Schools with SHS Offerings are advised to submit the above-stipulated documents 3 weeks before the scheduled graduation.
4. Take note that the above documents are necessary to ensure the accuracy and completeness of the records of the private school learners in compliance with the guidelines set by the Department of Education.
5. For further inquiries you may contact the Planning & Research Section with this contact number 09675081925 and 09367551161.
6. For information, guidance, and compliance of all concerned.

  
JUDELLA RUIZ-LUMPAS, EdD, CESO VI  
Schools Division Superintendent

PRS-SGOD

5/5/23  
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