



Republic of the Philippines

# Department of Education

Region VIII

SCHOOLS DIVISION OF TACLOBAN CITY

January 24, 2025

## DIVISION MEMORANDUM

No. 079, s. 2025

### GUIDANCE TO SCHOOLS ON THE TIMELINE OF THE CONDUCT OF END OF SCHOOL YEAR ACTIVITIES FOR SCHOOL YEAR 2024-2025

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
 CONCURRENT OIC-ASDS & CHIEF OF CID  
 CHIEF, SCHOOL GOVERNANCE & OPERATIONS DIVISION  
 EDUCATION PROGRAM SUPERVISORS  
 PUBLIC SCHOOLS DISTRICT SUPERVISORS  
 PUBLIC & PRIVATE ELEMENTARY & SECONDART SCHOOL HEADS  
 All Others Concerned

1. This Office through the Planning & Research Section of the SGOD informs the field of the Guidance to all schools on the indicative timeline on the conduct of the different End of School Year Activities such as the **Checking of School Forms, Finalization of Data Entries in the LIS, and the Preparation and Obtaining Signature of the SDS for the Diploma and Certificate of Completion and the Conduct of EOSY Rites**(Moving Up, Completion Rites and Graduation Ceremonies), thus this Office set timeline for the guidance and appropriate action of all concerned.

2. The Schedule of the Checking of School Forms & Conduct of EOSY Rites:

Date	Activity	Responsible Person
March 26-28, 2025	School Level Checking of SFs for Grade 12, 10, 6, & Kindergarten	Class Advisers, Checking of School Forms School In-Charge, LIS Coordinator & School Head (refer to DO 11, s. 2018 for the SCC Composition)
April 1-3, 2025	Division Level Checking of SFs for Grade 12, 10, 6, & Kindergarten	LIS Coordinators, SHs, PSDS & the Division Program Coordinators (a separate memo shall be issued as to the DCC Composition)
April 1-4, 2025	School Level Checking of SFs for Grades 1 to 5, 7 to 9, & 11	Class Advisers, Checking of School Forms School In-Charge, LIS Coordinator & School Head (refer to DO 11, s. 2018 for the SCC Composition)



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April 7-10, 2025	Division Level Checking of SFs for Grades 1 to 5, 7 to 9, & 11	LIS Coordinators, SHs, PSDS & the Division Program Coordinators (a separate memo shall be issued as to the DCC Composition)
April 10-11; 14 & 15	Schedule of the Conduct of EOSY Rites	SHs, PSDSs & EPSs and other Division Officials (a separate memo shall be issued for the assignment of division personnel as monitors/SDO representatives)

- Private Schools & SUCs, however, can deviate to this timeline since they have their duly approved School Calendar for SY 2024-2025, provided that they will inform the Office of the SDS through the SGOD Chief/Division Private Schools Coordinator for scheduling and monitoring on the compliance to existing guidelines & policies applicable to private schools and SUCs.
- Other details governing the conduct of Checking of School Forms and EOSY Rites shall be issued in a separate memorandum in accordance to existing applicable policies and issuances.
- Expenses incurred in the conduct of this activity shall be charged to School/Division MOOE, subject to existing procurement, accounting and auditing rules and regulations.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

*Sherlita A. Palma*  
**SHERLITA A. PALMA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 Office -In-Charge  
 Office of the Schools Division Superintendent

Enclosures: NONE  
 Reference: DO 09, s. 2024, DO 11, s. 2018  
 To be indicated in the Perpetual Index under the following subjects:

EOSY ACTIVITIES      CHECKING OF SFs      MONITORING      SCHOOLS      ONE DEPED, ONE QM

