



Republic of the Philippines
Department of Education
Region VIII – Eastern Visayas
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

February 3, 2025

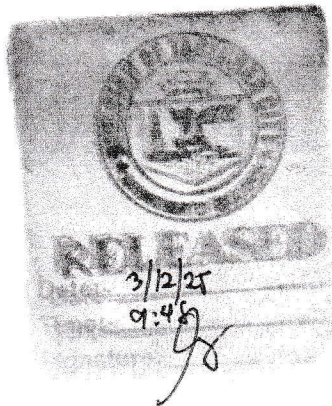
DIVISION MEMORANDUM

No 225 s. 2025

**SCHEDULE OF END-OF- SCHOOL- YEAR RITES AND CHECKING OF SCHOOL
FORMS FOR SY 2024-2025 OF PRIVATE SCHOOLS AND HEIS,
INCLUDING DIVISION OFFICIALS' ASSIGNMENT**

TO: *Assistant Schools Division Superintendents*
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Private Elementary and Secondary School Heads
All Others Concerned

1. This is to inform the field on the schedule of End-of- School- Year Rites and checking of school forms for SY 2024-2025 of Private Schools and HEIS, including Division Officials' assignment.
2. As such, assigned Division Officials are requested to attend and confirm the candidates for graduation and moving up ceremonies. Additionally, please read the message and send it on behalf of the Schools Division Superintendent.
3. Furthermore, please coordinate closely with our Division Private Schools Coordinator, Jessica P. Macawile-Abril for further details regarding these activities.
4. For your information, guidance and strict compliance.



Sherlita A. Palma
SHERLITA A. PALMA EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge