



Republic of the Philippines  
 Department of Education  
 REGION VIII  
 SCHOOLS DIVISION OF CALBAYOG CITY

March 24, 2025

**DIVISION MEMORANDUM**

No. 177, s. 2025

**REITERATION OF THE DEPARTMENT OF EDUCATION'S POLICIES IN THE CONDUCT OF END-OF-SCHOOL (EOSY) RITES AND OTHER UPDATES**

**To:** OIC- Assistant Schools Division Superintendent  
 CID Chief and OIC-SGOD Chief  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Unit/Section Heads  
 All others Concerned

1. The Division of Calbayog City issues this Memorandum to reiterate policies and guidelines in the conduct of End-Of-School (EOSY) Rites as per DM 27, s. 2025 to guide both public and private elementary and secondary schools in the entire Division for this School Year 2024-2025.
2. As stipulated in DepEd Order No. 009, s. 2024, the school year shall formally end on Wednesday afternoon, April 16, 2025. The EOSY Rites shall be conducted from April 14 & 15, 2025, the theme for this year's ceremonies shall be "***Henerasyon ng Pagkakaisa: Kaagapay sa bagong Pilipinas (Generation of Unity: Partners for the New Philippines).***"
3. The School Awards Committee shall deliberate on awards and recognition not later than three calendar days before the EOSY Rites for the following:
  - a. Learners who will receive recognition and awards, and
  - b. Learners who are candidates for graduation
4. All schools shall implement the annual face-to-face conduct of the following **K to 12 Basic Education Program EOSY Rites**:

GRADE LEVEL COMPLETERS	COMPLETERS	PROOF OF COMPLETION
Kindergarten	Moving Up	Kindergarten Certificate
Grade 6	Graduation	Elementary Certificate
Grade 10	Moving Up	Junior High School Certificate
Grade 12 learners from: <ol style="list-style-type: none"> <li>a. Schools with DepEd-approved K to 12 transition plans</li> <li>b. Schools with a permit to operate Senior High School since 2024</li> <li>c. International schools with K to 12 Program</li> </ol>	Graduation	Senior High School Diploma

5. The Division reiterates the following policies:

- a. Graduation and Moving-Up Ceremonies should be simple yet meaningful. While these rites mark milestones in the lives of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venues.
- b. Non-academic projects articulated in DO No. 66, s. 2017, entitled **Implementing Guidelines on the Conduct of Off-Campus Activities** such as attendance to field trips, film showing, Graduation Ball, and other school events should not be imposed as requirements for graduation or completion.
- c. The sample/suggested program flow for Moving-Up Ceremony and Graduation Exercises, formulary, Confirmation content, and other needed templates are hereby attached for your guidance and reference.
- d. The format of the certificate of completion and diploma and other communication must be per enclosure no. 1, pages 44-46, of DO no. 31, s. 2019, entitled **The Department of Education Service Marks and Visual Identity Manual**.
- e. 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), the use of the enclosed completion certificate and diploma template is optional. The signature of the school head is required, while the signature of the Schools Division Superintendent is not required. For public elementary and secondary schools, the use of the cited certificate and diploma templates is required.
- f. Guidelines on awarding of honors to learners from Grades 1 to 12 as stipulated in DO No. 36, s. 2016, entitled **Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program** shall be followed.
- g. Moving up or graduation ceremonies shall be conducted in an appropriate solemn ceremony befitting students and their families and shall not be used as a political forum, in strict compliance with DO No. 46, s. 2018, entitled **Prohibition of Electioneering and Partisan Political Activity**.
- h. No DepEd personnel shall be allowed to collect any kind of contribution or Graduation/Moving-Up fee.

6. Casual or formal wear, or school uniform, shall remain as the recommended Moving-Up /Graduation attire. Toga or sablay is allowed to be worn as an additional garb for senior high school. Only Grade 6 and Grade 12 learners can use toga as their graduation attire.

7. Schools are required to start with the checking of forms such as Permanent Records and to correct data on the spelling of names, LRN, and birthdays of students. Please note that in SF10, the month of birthday shall be spelled fully and if the name extensions of the learners are placed as to how they appear in their PSAs.

8. The school must create a committee for the initial checking of forms and to be validated by the Division Team, as to the date and venue and other details of checking, please refer to DM 147, S. 2025, dated March 3, 2025.

9. The printing of certificate and diplomas can be done after the initial checking of forms. The PSDS shall countersign on the lower right side while the EPS District adopter shall countersign on the lower left side of the Schools Division Superintendent's name. Please see attached sample diplomas for your reference.

10. The documentary stamp and the school seal shall be placed on the left side of the certificate/diploma just above the name of the school head. Documentary stamps are not required for kindergarten certificates.

11. All public schools are mandated to distribute the original diploma to the completers or graduating students during the Moving-Up or Graduation.

12. For uniformity, all public schools shall use **MOVING-UP CEREMONIES** for Kindergarten and Grade 10, **GRADUATION CEREMONIES** for Grade 6 and Grade 12, and **RECOGNITION RITES** for G1-5, G7-9, & G11.

13. The presence of the Schools Division Superintendent and the Assistant Schools Division Superintendent in any of their preferred schools shall not affect the assignment of other DO personnel in the EOSY rites.

14. The Schools Division Superintendent shall serve as confirming officer of all graduation ceremonies. However, in case he will not be able to attend such activity, the highest position-holder present during the event shall serve as confirming officer.

16. To ensure the safety and protection of learners, teachers, and attendees, schools are advised to hold their EOSY Rites in indoor venues with proper ventilation or covered courts to avoid exposure to the extreme heat of the sun.

17. Schools should avoid scheduling their EOSY Rites during the time of the day when temperatures are at their highest, if possible, it shall be conducted from 7:30 -11:00 am; and 3:00 pm onwards.

18. Travelling and other related expenses of school heads during the conduct of EOSY rites are chargeable to the Local School MOOE, while the Division Personnel is chargeable to the Division MOOE Funds, and all Expenses relative to the conduct of Moving-UP, Graduation and Recognition shall be charged against the School MOOE, subject to its availability and the usual accounting and auditing rules and regulations. For the Alternative Learning System (ALS), expenses to be incurred for the conduct of the activity may be charged to the ALS Program Support Fund.

19. This Memorandum serves as Authority to Travel for all participants.

20. Immediate dissemination of and compliance with this Memorandum is highly desired.

*M. A. Cadayona Jr.*

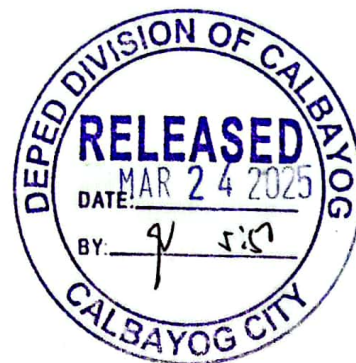
**MARGARITO A. CADAYONA JR, PhD. CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent  
SO #1016 s. 2025

*[Handwritten initials]*

Enclosure:

Reference:

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



Address: P2 Brgy. Hamorawon, Calbayog City, Samar  
Email Address: [calbayogcity@deped.gov.ph](mailto:calbayogcity@deped.gov.ph)  
Website: <https://calbayogcity.deped.gov.ph/>

Enclosure No. \_\_\_ to Division Memorandum No. \_\_\_\_\_, S. 2025

### SUGGESTED FORMULARY

- GRADUATION CEREMONIES (Grade 12 / Grade 6)
- MOVING-UP CEREMONIES (Kindergarten / Grade 10)

Schools Division of Calbayog City  
Academic Year 2024-2025

### PRELIMINARIES

<i>Graduation Theme</i>	<i>"Henerasyon ng Pagkakaisa: "Kaagapay sa bagong Pilipinas" (Generation of Unity: Partners for the New Philippines)</i>
<i>Graduation Date</i>	April 14-15, 2025
<i>Assembly Time</i>	Depending on the approved schedule.
<i>Assembly Venue</i>	As identified by each school head.
<i>Formation Time</i>	<i>Approved time</i>  <i>The Marshalls team takes charge; directs the candidates for graduation to form single line in alphabetical order and in accordance to the sequence of the graduating groups as printed in the program.</i>
<i>Formation Area</i>	As identified by the school
<i>March Music</i>	Philippine Graduation March: <i>"Martsang Pandangal"</i>
<i>Commencement Time</i>	Based on the approved time
<i>Order of Procession</i>	<ul style="list-style-type: none"> <li>• candidates headed by their advisers</li> <li>• Faculty Members</li> <li>• Guests</li> <li>• Division Officials/Confirming Officer</li> <li>• The Administrator's Party with the Guest Speaker</li> </ul>

### PROCESSIONAL

MC: Good morning, ladies and gentlemen. Welcome to the \_\_\_ Graduation Ceremonies of the [School], Calbayog City Academic Year 2024-2025.

MC: Ladies and gentlemen, the candidates for graduation of Grade 12 (Section) Headed by their Adviser \_\_\_\_\_.

MC: Ladies and gentlemen, the Faculty Members of (name of school).

MC: Ladies and gentlemen, let us welcome our distinguished guests.

*(Mention the names of the guests in hierarchy in terms of their positions.*

*The runner takes this duty.)*

MC: Ladies and gentlemen, the division officials and the confirming officer.

MC: Let's welcome the Administrator's Party. The party is composed of the Administrative Council headed by the School Head/Principal and this year's Graduation Speaker.

MC: May I request everyone to stand for the entrance of the National and School Colors, and please remain standing until after the singing of the Philippine National Anthem and the Interfaith Prayer. Please uncover.

*(Entrance of Colors)*

*(Plays Lupang Hinirang and Interfaith)*

### **WELCOME SONG**

MC: Please be seated.

Ladies and Gentlemen, the candidates will now sing their graduation welcome song. Candidates please rise.

### **WELCOME ADDRESS**

MC: Candidates please be seated.

Ladies and Gentlemen, (name of the second highest awardee) will now deliver his/her welcome address. Rounds of applause.

### **PRESENTATION OF THE CANDIDATES FOR GRADUATION**

MC: Ladies and Gentlemen, (Name of the School Head) will now present the candidates for graduation. Dr. Margarito A. Cadayona, Jr., OIC-Schools Division Superintendent duly represented by \_\_\_\_\_ as confirming officer will confirm them.

School Head: Dr. Margarito A. Cadayona, Jr., OIC-Schools Division Superintendent duly represented by \_\_\_\_\_ and by virtue of the authority vested upon me by the Department of Education, Schools Division of Calbayog City, as the School Head of (name of school), I have the honor and privilege to present to you the candidates for graduation of (school) this school year 2024-2025, composed of \_\_\_\_ boys and \_\_\_\_ girls with a total of \_\_\_\_\_.

I therefore certify that these \_\_\_\_ candidates for graduation have fully satisfied the requirements prescribed by the department. They now await your confirmation.

(CONFIRMATION OF GRADUATION)

SDS/Confirming Officer:

### **CONFIRMATION OF COMPLETERS**

Kindergarten

*As the representative of the SDS*

By virtue of the authority vested upon me, as representative of the Officer-In-Charge Schools Division Superintendent, Dr. Margarito A. Cadayona Jr, CESO VI of DepEd, Schools Division of Calbayog City, who represents our Secretary, Sen. Juan Edgardo "Sonny" Angara of the Department of Education, and as presented by the school head/school principal, and recommended by the Public Schools District Supervisor, that these candidates for MOVING-UP have satisfactorily complied the requirements of the Enhanced Basic Education Curriculum for KINDERGARTEN , as prescribed by the Department of Education, I now confirm you COMPLETERS, of School Year 2024-2025.

**Congratulations!**

**CONFIRMATION OF GRADUATES**

Elementary (Grade 6)

*As the representative of the SDS*

By virtue of the authority vested upon me, as representative of the Officer-In-Charge Schools Division Superintendent, Dr. Margarito A. Cadayona Jr, CESO VI of DepEd, Schools Division of Calbayog City, who represents our Secretary, Sen. Juan Edgardo "Sonny" Angara of the Department of Education, and as presented by the school head / school principal, and recommended by the Public Schools District Supervisor, that these candidates for GRADUATION have satisfactorily met the requirements of the Enhanced Basic Education Curriculum for ELEMENTARY , as prescribed by the Department of Education, I now confirm you GRADUATES, of School Year 2024-2025.

Congratulations!

**CONFIRMATION OF COMPLETERS**

Junior High School (Grade 10)

*As the representative of the SDS*

By virtue of the authority vested upon me, as representative of the Officer-In-Charge Schools Division Superintendent, Dr. Margarito A. Cadayona Jr, CESO VI of DepEd, Schools Division of Calbayog City, who represents our Secretary, Sen. Juan Edgardo "Sonny" Angara of the Department of Education, and as presented by the school head / school principal, and recommended by the Public Schools District Supervisor, that these candidates for MOVING-UP have satisfactorily complied the requirements of the Enhanced Basic Education Curriculum for JUNIOR HIGH SCHOOL , as prescribed by the Department of Education, I now confirm you COMPLETERS, of School Year 2024-2025.

Congratulations!

Enclosure No. \_\_\_ to Division Memorandum No. \_\_\_\_\_, S. 2025

## **CONFIRMATION OF GRADUATES**

Senior High School (Grade 12)

*As the representative of the SDS*

By virtue of the authority vested upon me, as representative of the Officer-In-Charge Schools Division Superintendent, Dr. Margarito A. Cadayona Jr, CESO VI of DepEd, Schools Division of Calbayog City, who represents our Secretary, Sen. Juan Edgardo "Sonny" Angara of the Department of Education, and as presented by the school head / school principal, and recommended by the Public Schools District Supervisor, that these candidates for GRADUATION have satisfactorily met the requirements of the Enhanced Basic Education Curriculum for SENIOR HIGH SCHOOL, as prescribed by the Department of Education, I now confirm you GRADUATES, of School Year 2024-2025.

### **PRESENTATION OF DIPLOMAS, AWARDING OF HONORS AND SPECIAL AWARDS**

MC: Graduates, please be seated.

We now come to the highlight of this commencement ceremonies, the awarding of diplomas. The Confirming Officer will now present their diplomas, certificates, and departmental awards. He will be assisted by the School Head.

The names of the graduates will be read in alphabetical order by the school registrar.

We would like to request a parent/guardian to accompany the graduates in receiving their diplomas and awards. May we also request our dear parents to pin your children's ribbons and award their medals on the designated area.



## INTRODUCTION OF THE GUEST SPEAKER

MC: Everyone, please be seated.

At this juncture ladies and gentlemen, today's occasion is but a mix-up of inspirations and dedication rolled in the years of raging the world of education. If there's one person who could testify to the value of transformative education our school has contributed to society in general and to each of you graduates in particular, is our very own graduation speaker present today. Let us listen to his/her own story of success as he/she inspires you of his/her beautiful journey of becoming who he/she is today. And to do the honors of introducing him/her, may I call our beloved principal/school head. Rounds of applause.

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## GRADUATION MESSAGE

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MC: Thank you very much to our graduation speaker \_\_\_\_\_. At this point, may we request our confirming officer and school head to hand in our certificate of appreciation and token as symbols of our gratitude for your precious time shared with us and with our graduates.

## ADDRESS OF GRATITUDE

MC: At this moment, let us altogether listen to the grateful heart of the highest academic honor awardee \_\_\_\_\_ as she extends her gratitude on behalf of the graduates. Rounds of applause.

## GRADUATION SONG

MC: Ladies and Gentlemen, the Graduates will now sing their Graduation Song. Graduates, please rise.

## PLEDGE OF LOYALTY

MC: Our graduates will now recite the Pledge of Loyalty. To lead them is \_\_\_\_\_, Loyalty awardee. Graduates, please rise.

## OATH TO THE ALUMNI ASSOCIATION

MC: At this juncture, the graduates will be presented to the School's Alumni Association. They will be inducted to the association by \_\_\_\_\_, Alumni Association President.

**SINGING OF THE SCHOOL HYMN**

MC: Ladies & gentlemen, the graduates will now sing the School Hymn. All please rise. Everyone is requested to join in the singing of the School Hymn.

*(After the singing of the School Hymn...)*

**CLOSING MESSAGE**

MC: Ladies & gentlemen, may we call \_\_\_\_\_ to officially bring to a close this year's Graduation Ceremonies.

*(After the Closing Message...)*

**RECESSIONAL**

MC: Ladies and Gentlemen, we now have come to the end of today's graduation ceremonies. Everyone is enjoined to stand for the retiring of the National and School Colors and please remain standing until after the administrator's party retires.

**CONCLUDING WORDS**

MC: Ladies and Gentlemen, the \_\_\_\_\_ of the \_\_\_\_\_ Academic Year 2023-2023 is now officially over. To all our graduates, parents, relatives, and friends, **CONGRATULATIONS!** This has been your emcee for today \_\_\_\_\_ saying, "It is not how much we have, but how much we enjoy that makes total happiness!"

God bless everyone!

## **SUGGESTED PROGRAM:**

1. Processional
2. Welcome Song
3. Welcome Address
4. Presentation of the Candidates for Graduation
5. Confirmation of Graduates
6. Presentation of Diplomas, Awarding of Honors and Special Awards
7. Introduction of the Guest Speaker
8. Address of Gratitude
9. Graduation Song
10. Pledge of Loyalty
11. Oath to the Alumni Association
12. Singing of the School Hymn
13. Closing Message
14. Recessional
15. Concluding Message



Republika ng Pilipinas

*Republic of the Philippines*

Kagawaran ng Edukasyon

*Department of Education*

REHIYON VIII

REGION VIII

SANGAY NG LUNGSOD NG CALBAYOG

*DIVISION OF CALBAYOG CITY*

IKALAWANG PUROK NG CALBAYOG

*CALBAYOG 2 DISTRICT*

**CAPOOCAN ELEMENTARY SCHOOL**

Pinatutunayan nito na si

*This certifies that*

**ZAYN DENVER E. ALIPIO**

Learner Reference Number (LRN): 123996230001

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 Lungsod ng Calbayog, Pilipinas nitong ika-15 ng Abril 2025.

*Signed in Calbayog City, Philippines on the 15th day of April 2025.*

**DANILO G. MIRALES**

Pangulong Guro III

*Head Teacher III*

**MARGARITO A. CADAYONA JR. PhD, CESO VI**

Nanunungkulang Opisyal-Pansaugay na Tagapamamahala ng mga Paaralan

*OIC-Schools Division Superintendent*





Republika ng Pilipinas

*Republic of the Philippines*

**Kagawaran ng Edukasyon**

*Department of Education*

**REHIYON VIII**

**REGION VIII**

**SANGAY NG LUNGSOD NG CALBAYOG**

*DIVISION OF CALBAYOG CITY*

**IKALAWANG PUROK NG CALBAYOG**

*CALBAYOG 2 DISTRICT*

**CAPOOCAN ELEMENTARY SCHOOL**



Pinatutunayan nio na si

*This certifies that*

**JAKE ACE CHRISTOPHER C. COSTALES**

Learner Reference Number (LRN): 1239996170004

av 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 pinagkalooan siya nitong  
*by the Department of Education and is therefore awarded this*

**KATUNAYAN**

**CERTIFICATE**

Nilagdaan sa Lungsod ng Calbayog, Pilipinas nitong ika-15 ng Abril 2025.

*Signed in Calbayog City, Philippines on the 15th day of April 2025*

**DANILO G. MIRALES**

*Pangalawang Guru III*

*Head Teacher III*

**MARGARITO A. CADAYONA JR. PHD, CESO VI**

*Natunungkulang Opisyal Pansangay na Tagapamantaha ng mga Paaralan  
Of Schools Division Superintendent*



Republika ng Philipinas

*Republic of the Philippines*

**Kagawaran ng Edukasyon**

*Department of Education*

**REHIYON VIII**

**REGION VIII**

**SANGAY NG LUNGSOD NG CALBAYOG**

**DIVISION OF CALBAYOG CITY**



**BAGACAY INTEGRATED SCHOOL**

Pinatutunayan nito na si

*This certifies that*

**KRISTOPHER DAVE S. BINDOY**

Learner Reference Number (LRN): 123989100058

ay kasiya-siyang nakatupad sa mga kinakailangan 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 by the Department of Education and is therefore awarded this*

**KATUNAYAN**

**CERTIFICATE**

Nilagdaan sa Lungsod ng Calbayog, Pilipinas nitong ika – 15 ng Abril 2025.

*Signed in Calbayog City, Philippines on the 15th day of April 2025*

**VALENTINO D. GALBAN**

*Punongguro*

*Principal*

**MARGARITO A. CADAYONA JR. PhD, CESO VI**

*Nanunungkulangang Opisyal-Pansangay na Tagapamanhala ng mga Paaralan  
OC-Schools Division Superintendent*



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*

REHIYON VIII  
REGION VIII

SANGAY NG LUNGSOD NG CALBAYOG  
DIVISION OF CALBAYOG CITY



## MALAGA NATIONAL HIGH SCHOOL

Pinatutunayan nito na si  
*This certifies that*

**JHON MICKEL M. ADIGUE**

Learner Reference Number (LRN): 124139060003

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

### TECHNICAL VOCATIONAL LIVELIHOOD TRACK AGRI-FISHERY ARTS 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 Lungsod ng Calbayog, Pilipinas nitong ika- 15 ng Abril 2025  
*Signed in Calbayog City, Philippines on the 15th day of April 2025*

**VALENTINO D. GALBAN**

Punongguro  
*Principal*

**MARGARITO A. CADAYONA JR. PhD, CESO VI**

Nanunungkulang Opisyal-Pansangay na Tegapamanihala ng mga Paaralan  
*OIC-Schools Division Superintendent*