



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

October 10, 2025

DIVISION MEMORANDUM

No. 497, s. 2025

**ONLINE SUBMISSION OF THE SCANNED COPIES OF THE APPROVED
SPECIAL ORDERS OF SENIOR HIGH SCHOOL GRADUATES IN THE
PRIVATE SCHOOLS OF CALBAYOG CITY DIVISION FROM
SCHOOL YEARS 2020-2021 ONWARDS**

TO : Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
Education Program Supervisors
District Supervisors
Private Elementary and Secondary School Heads
All Others Concerned

1. In compliance with DepEd Order No. 10, s. 2018, entitled *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 Schools/ Colleges and Technical-Vocational Institutions*, and to ensure proper documentation and record-keeping in the Division Office, **all private senior high schools** under the jurisdiction of the Schools Division Office – Calbayog City are hereby directed to submit scanned copies of approved Special Orders (SOs) for their senior high school graduates covering **School Years 2020-2021 onwards**.
2. The submission aims to centralize records for easy retrieval, monitoring of compliance with graduation eligibility requirements, and support for future audits or verifications by the Regional Office or Central Office.
3. Submission Guidelines:
 - a. **Format:** Scanned copies must be in PDF format, clearly legible, and include the full SO document with signatures and approvals.
 - b. **File Name:** Use the format [SY][SchoolID][Number of Graduates]_[SO Number].pdf (e.g., SY2020-2021_CalbayogPrivateHS_50_SO001.pdf).
 - c. **Platform:** Submissions shall be uploaded via this link: <https://bit.ly/CalbPrivateSchoosSpecialOrders>.
 - d. **Deadline:** All submissions must be completed **on or before November 15, 2025**. However, for the incoming SYs, it is expected that the concerned schools must submit the said document five (5) days after


its receipt. Late submissions may incur delays in processing future requests.

- e. **Contact Person:** For queries, contact Mr. Oscar D. Billate Jr., EPS-SGOD/Division Private School Coordinator at 09173154612 or email at oscar.billate@deped.gov.ph.
4. School Heads are advised to designate a focal person to oversee the compilation and submission of these documents. A confirmation receipt thru the Official Chat Group with Private Schools will be issued upon successful upload.
5. Immediate dissemination of and compliance with this Memorandum are desired.

MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:




ATTY. RHEA R. AGUADO
Attorney III
Office In-Charge
S.O. # 74 S. 2025

Enclosure: None

To be indicated in the **Perpetual Index Under** the following subjects:
SGOD PRIVATE SCHOOLS SPECIAL ORDERS