



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

March 16, 2026

DIVISION MEMORANDUM

No. 131, s. 2026

REITERATION OF THE DEPARTMENT OF EDUCATION'S POLICIES IN THE CONDUCT OF END-OF-SCHOOL-YEAR (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 the policies, guidelines, and updates on the conduct of End-of-School-Year (EOSY) Rites to guide both public and private elementary and secondary schools in the entire Division for **School Year (SY) 2025–2026**.
2. Pursuant to **DepEd Order No. 012, s. 2025**, the school year for SY 2025–2026 formally opened on **June 16, 2025**, and will end on **March 31, 2026**, consisting of the required number of class days inclusive of the EOSY Rites.
 - a. The K to 12 Basic Education Program EOSY Rites shall be conducted on **March 30–31, 2026**.
 - b. **Theme for SY 2025–2026 End-of-School-Year Rites:**
"Pilipinong Nagsipagtapos: Handang Mamuno nang May Kakayahan at Mabuting Pagkatao"
("Filipino Graduates: Prepared to Lead with Competence and Character").
3. The School Awards Committee shall deliberate on awards and recognitions **at least five 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 and completion.
4. All schools shall implement the annual **face-to-face conduct** of the following K to 12 Basic Education Program EOSY Rites:



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GRADE LEVEL	RITE	PROOF OF COMPLETION
Kindergarten	Moving-Up	Kindergarten Certificate
Grade 6	Commencement Exercises	Elementary Certificate
Grade 10	Moving-Up	Junior High School Certificate
Grade 12 learners	Commencement Exercises	Senior High School Diploma

5. The Division reiterates the following policies:

a. Graduation, Moving-Up, and Commencement Exercises should be **simple, meaningful, and inclusive**, conducted without excessive spending, extravagant attire, or extraordinary venues.

b. Non-academic projects such as field trips, film showings, Junior/Senior Proms, and other off-campus activities **shall not be imposed** as requirements for graduation or completion.

c. The sample program flow, templates, and other documents to support the EOSY Rites are attached for guidance.

d. The format of completion certificates and diplomas must follow the prescribed templates in **DepEd Order No. 031, s. 2019** (The Department of Education Service Marks and Visual Identity Manual).

e. For private institutions including TVIs and HEIs, the prescribed certificate/diploma templates are **optional**; the school head's signature is required, but the Schools Division Superintendent's signature is not. For public schools, use of the prescribed templates is **required**.

f. Guidelines on the awarding of honors as stipulated in **DepEd Order No. 036, s. 2016** shall be followed.

g. EOSY rites shall be **solemn and respectful**, and shall not be used as political forums or venues for partisan political activity in accordance with relevant DepEd orders (e.g., DO No. 048, s. 2018).

h. **No DepEd personnel shall collect any contribution or Graduation/Moving-Up fee** from learners or personnel. All related expenses shall be charged to the school's MOOE fund per the DepEd No Collection Policy (DO No. 19, s. 2008; DepEd Memorandum No. 015, s. 2026).

6. Casual or formal wear, or school uniform, shall remain the recommended attire. **Toga or sablay may be worn only by Grade 6 and Grade 12 completers** as an additional ceremonial garb.

7. Schools must ensure that learner records, including Permanent Records, name spelling, LRN, and birthdays, are accurate before printing.

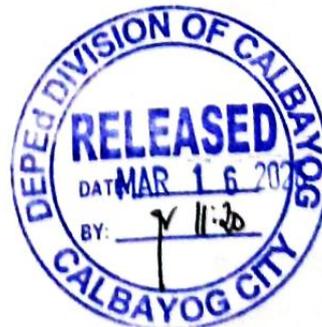
8. Each school must establish a committee for the initial checking of forms. A separate Division Memorandum has been issued for the schedule of the **Division-District-Based Checking of School Forms**.

9. Certificates and diplomas shall be printed **only after initial checking**. The PSDS shall countersign on the lower right side of the Schools Division Superintendent's printed name.
10. Documentary stamps and school seals shall be placed on the left side of the certificate/diploma above the name of the school head. **Kindergarten certificates are not required to have documentary stamps.**
11. Public schools must distribute original diplomas during the Moving-Up/Graduation Exercises.
12. For uniformity among public schools, the following terminologies shall be used:

MOVING-UP CEREMONY — Kindergarten and Grade 10
COMMENCEMENT EXERCISES — Grade 6 and Grade 12
RECOGNITION RITES — Grades 1–5, 7–9, & 11

13. Presence of the Schools Division Superintendent and the Assistant Schools Division Superintendent in any EOSY activity shall **not affect** the assignment of other DepEd personnel.
14. The OIC-Schools Division Superintendent, CID Chief, SGOD Chief, Public Schools District Supervisors (PSDS), EPS, and School Heads shall represent the schools Division Superintendent as the **confirming officer** at EOSY rites.
15. The representative of the Schools Division Superintendent may coordinate with the school heads for attendance or speaking roles if they cannot personally attend.
16. To ensure the **safety and comfort of learners and participants**, ceremonies should be held in indoor venues with adequate ventilation or covered courts to avoid exposure to intense heat.
17. Schools are encouraged to avoid scheduling EOSY Rites during the hottest hours of the day; suggested schedules are **7:30–11:00 AM** and **3:00 PM onward**.
18. Travel and related expenses of school heads during EOSY Rites are chargeable to Local School MOOE, while Division personnel expenses are chargeable to Division MOOE, subject to accounting and auditing rules. For ALS, such expenses may be charged to the ALS Program Support Fund.
19. This Memorandum serves as **Authority to Travel** for all concerned participants.
20. Immediate dissemination and compliance with this Memorandum are highly desired.


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



Enclosure: (as applicable)

Reference: DepEd Orders and Memoranda cited

To be indicated in the Perpetual Index under the following subjects:
EOSY Rites; Graduation; DepEd Policies; School Year 2025–2026



Enclosure No. 1 — Confirmation of Completers/Graduates

Kindergarten

(As the Representative of the Schools Division Superintendent)

By the authority vested in me as the representative of the Schools Division Superintendent, **Dr. Margarito A. Cadayona Jr., CESO VI**, and upon the recommendation of the Public Schools District Supervisor and the presentation of the candidates by the School Head/Principal, I hereby confirm that these candidates have satisfactorily complied with the requirements of the **Enhanced Basic Education Program for Kindergarten** as prescribed by the Department of Education.

Therefore, I now confirm you **Kindergarten Completers of School Year 2025–2026**.
Congratulations!

Elementary (Grade 6)

(As the Representative of the Schools Division Superintendent)

By the authority vested in me as the representative of the Schools Division Superintendent, and upon the recommendation of the PSDS and the presentation of the candidates by the School Head/Principal, I hereby confirm that these candidates have satisfactorily met the requirements of the **Enhanced Basic Education Program for Elementary** as prescribed by the Department of Education.

Therefore, I now confirm you **Elementary Graduates of School Year 2025–2026**.
Congratulations!

Junior High School (Grade 10)

(As the Representative of the Schools Division Superintendent)

By the authority vested in me as the representative of the Schools Division Superintendent, and upon the recommendation of the PSDS and the presentation of the candidates by the School Head/Principal, I hereby confirm that these candidates have satisfactorily complied with the requirements of the **Enhanced Basic Education Program for Junior High School** as prescribed by the Department of Education.

Therefore, I now confirm you **Junior High School Completers of School Year 2025–2026**.
Congratulations!



Senior High School (Grade 12)

(As the Representative of the Schools Division Superintendent)

By the authority vested in me as the representative of the Schools Division Superintendent, and upon the recommendation of the PSDS and the presentation of the candidates by the School Head/Principal, I hereby confirm that these candidates have satisfactorily met the requirements of the **Enhanced Basic Education Program for Senior High School** as prescribed by the Department of Education.

Therefore, I now confirm you **Senior High School Graduates of School Year 2025–2026**.
Congratulations!

