



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

688

June 6, 2023

REGIONAL MEMORANDUM

No. **563** s.2023

**REITERATION ON THE COMPLIANCE OF DOCUMENTS TO BE VALIDATED
PRIOR TO THE ISSUANCE OF THE SPECIAL ORDER FOR
GRADUATION OF PRIVATE SCHOOL LEARNERS**

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to the Regional Memorandum No. 394, s. 2023 (Updates on the List of Documents to be Validated Prior to the Issuance of the Special Order for Graduation of Private School Learners), this Office received several documents requesting for issuance of Special Order for graduation. However, said documents are found lacking with the necessary attachment and has no traces of evaluation by the concerned SDO Evaluation Committee.

2. Relative thereto, all Schools Division Offices are hereby required to evaluate all documentary requirements before endorsing to this Regional Office for issuance of Special Order.

3. The following are the list of documents to be forwarded to the Regional Office for validation:

- a. Letter Request of School duly signed by the School Head and marked "RECEIVED" by SDO;
- b. List of Learners eligible for issuance of Special Order by school in soft and hard copies with accurate names and LRN, prepared and signed by the SDO Evaluation Committee.
- c. Evaluated School Form 5B-SHS List of Learners with Complete SHS Requirements); and
- d. School Form 6-SHS (Summarized Report of Learners Status as of End of Semester and School Year for SHS).

4. All documents forwarded to the Regional Office shall be properly endorsed by SDO.



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5. Immediate dissemination of and strict compliance with this memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director 

Enclosures: None

References: Regional Memorandum No. 394, s. 2023

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

Monitoring and Evaluation

Operations

Policies

QAD-GLA



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