



Republic of the Philippines  
**Department of Education**  
 REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division  
 Superintendent**

**02 June 2023**

DIVISION MEMORANDUM  
 CID No. **066**, s. 2023

**END OF SCHOOL YEAR RITES FOR SCHOOL YEAR 2022-2023**

To: Public Schools District Supervisors/Principals In-Charge  
 Public and Private Elementary and Secondary School Heads  
 Public and Private Elementary and Secondary School Teachers  
 All Others Concerned

1. In reference to DepEd Order No. 009, s. 2023 an **Order Updating the Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-Of-School-Year Rites**, this Office reiterates the strict implementation of the stated guidelines on the conduct of this year end-of-school-year-rites.

2. As stipulated in DO 34, s.2022, entitled School Calendar of Activities for School Year 2022-2023, the classes shall formally end on July 07, 2023. Each school has the discretion to elect the date for the holding of this year's rites **not earlier than July 10 and not later than July 14, 2023**. Private schools that started earlier and private schools with an extended school year due to unforeseen circumstances shall be guided by their approved revised school calendar.

3. The theme of the SY 2022-2023 EOSY rites shall be **Gradweyt ng K to 12: Hinubog ng Matatag na Edukasyon (K to 12 Graduates: Molded through a Resilient Educational Foundation)** which emphasizes that graduation is not only a celebratory milestone but also a symbol of resilience, agency, and grit of Filipino learners honed by a solid basic education system that is responsive to the changing needs of time. Further it, highlights that every learner's achievement mirrors an education that succeeds amid all difficulties.

4. The DepEd shall implement the following End-of-School-Year-Rites (EOSY):

<b>Grade Level Completers</b>	<b>Completers</b>	<b>Proof of Completion</b>
Kindergarten	Moving Up	Kindergarten Certificate
Grade 6	Graduation	Elementary Certificate
Grade 10	Moving Up	Junior High School Certificate
Grade 12 learners from a. Schools with DepEd-	Graduation	Senior High School Diploma

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
 Telephone Number: (083)228-3801  
 Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





**Republic of the Philippines**  
**Department of Education**  
 REGION XII  
**SCHOOLS DIVISION OF SOUTH COTABATO**

Grade Level Completers	Completers	Proof of Completion
approved K to 12 transition plans b. Schools with permit to operate Senior High School since 2014 c. International Schools with K to 12 Program		

- a. Full face-to-face conduct of the moving up and graduation ceremonies. The observance of physical distancing and wearing of face mask is no longer mandatory.
- b. Graduation and Moving Up Ceremonies should be simple yet meaningful. While these rites mark a milestone in the lives of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue.
- c. 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, JS Promenade and other school events should not be imposed as requirements for graduation or completion.
- d. The format of the certificate of completion and diploma must be in accordance with Enclosure 1, pages 44 to 46 of DO No. 31, s. 2019 entitled **The Department of Education Service Marks and Visual Identity Manual**.

For private elementary and secondary schools, Technical and Vocational Institution (TVIs) and Higher Education Institutions (HEIs) including States Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs.)	The used of the enclosed completion certificate and diploma template is optional. The signature of the school head is required, while the signature of the School Division Superintendent is not required.
For Public Elementary and Secondary schools	The use of the cited completion certificate and diploma templates is required.

- e. Guidelines on awarding of honors to learners from Grade I 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.

*SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 01/06/2020*



**Address:** Alunan Avenue, Koronadal City, South Cotabato 9506  
**Telephone Number:** (083)228-3801  
**Email Address:** [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

- f. Moving up or graduation rites shall be conducted in an appropriate solemn ceremony befitting the graduating students and their family and shall not be used as a political forum, in strict compliance with DO No. 48, s. 2018 entitled **Prohibition of Electioneering and Partisan Political Activity**.
  - g. No DepEd personnel shall be allowed to collect any kind of contribution or graduation/moving up fee.
  - h. For Public Schools, expenses relative to the activity shall be charged against the school's Maintenance and Other Operating Expenses (MOOE). For the Alternative Learning System (ALS), expenses to be incurred for the conduct of the activity may be charged to the Calendar Year 2023 ALS Program Support Funds.
  - i. Private schools, **HEIs, TVIs, SUCs, and LUCs** offering basic education, or any grade levels thereof may opt to adopt the provisions of this DO as basis in the conduct of their moving up/graduation ceremonies.
  - j. 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.
  - k. For the template of the certificates, please refer to DepEd Order No. 6, 2018 and DepEd Order No. 12, s. 2018.
4. For monitoring and evaluation, all School Heads shall be primarily responsible for supervising the implementation of this policy in their schools, ensuring that the provisions are communicated to all concerned stakeholders in the school community.
5. Travel, food, and other expenses incurred relative to the conduct of year-end rites shall be charged to Local Funds/School MOOE, subject to the usual accounting and auditing rules and regulations.
6. For services rendered on Holidays, Saturday and Sunday, teachers involved are entitled to Compensatory Time-Off (CTO) or Service Credits in accordance with Civil Service and DBM Joint Circular No. 2, s. 2004 on **Non-Monetary Remuneration for Overtime Service Rendered** or DO 53, s. 2003 on **Updated Guidelines on Grant of Vacation Service Credits to Teachers**.
7. For proper guidance of the program and messages, please refer to the following enclosure:

Enclosure No. 1: Parts of the Program

Enclosure No. 2: Presentation and Confirmation of Candidates

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 01/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

8. For any inquiry, all persons concerned are advised to contact Lalaine SJ. Manuntag, CID Chief through mobile no. 09435041008.
9. Immediate dissemination of this memorandum is directed.

**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

Encl. : Enclosure No. 1: Parts of the Program  
Enclosure No. 2: Certification and Confirmation of Candidates  
Reference : DepEd Order No. 009, s. 2023  
DepEd Order No. 066, s. 2017  
DepEd Order no 031, s. 2019  
DepEd Order No. 36, s. 2016  
DepEd Order No. 048, s. 2018  
DepEd Order no. 006, s. 2018  
DepEd Order No. 012, s. 2018

To be indicated in the Perpetual Index  
Under the following subjects

CURRICULUM      CEREMONIES      PROGRAM

MPC/DM- end of school year rites for school year 2022-2023  
0000/June 2, 2023





Republic of the Philippines

**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

---

**MOVING UP CEREMONY (Kindergarten and Grade10)**  
**Parts of the Program**

**I. Singing of the Philippine National Anthem**

- This may be sung acapella by all in attendance or with accompaniment following the standard measure.

**II. Opening Prayer/Doxology**

- The prayer should be reflective and representative of the diversity of the learners of the school.

**III. Regional Hymn**

**IV. Other songs sung in local ceremonies**

**V. Opening Message**

- This shall be delivered by the School Head/Assistant Principal/Department Head/Teacher in not more than 5 minutes.
- This part shall focus on the significance of the ceremony, the school's academic performance and achievements while in pandemic and the role of the community in promoting quality basic education as an impact of partnership and shared governance.

**VI. Welcome Address**

- This shall be delivered by the learner with Performance Award for Kindergarten or Academic Excellence Award selected by the committee in-charge of the ceremony with the approval of the school head.
- This shall be delivered in not more than 5 minutes.

**VII. Messages**

- DepEd Secretary
- Regional Director
- Schools Division Superintendent

**VIII. Presentation of the Candidates for Completion**

- This shall be done by the School Head.

**IX. Confirmation of the Completers**

- This shall be performed by the highest DepEd Official present or his/her duly authorized representative.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

---

**X. Distribution of the Certificates of Completion**

**XI. Awarding of Honors**

- The basis/criteria for the selection of honors shall be announced.
- The announcement of honors shall be in alphabetical order following this sequence – Highest Honors, High Honors, With Honors.

**XII. Introduction of the Guest Speaker**

- The introduction shall focus on the personal and academic background of the guest speaker and to highlight his/her major accomplishments in life.
- This shall be done in not more than 2 minutes by a teacher or Master of Ceremony

**XIII. Inspirational Message**

- This shall be delivered by an invited successful alumna/alumnus/partner/sponsor).
- The message shall be done in not more than 10 minutes.

**XIV. Singing of a Song of Celebration and Thanksgiving**

- The song shall be properly sung with harmony.

**XV. Closing Message**

- This shall be delivered by the School Head in not more than 10 minutes.
- The School Head shall wrap-up the ceremony, inspire parents to continue supporting the education of their children, acknowledge and thank stakeholders' contribution and support, and make announcements on upcoming school-related activities emphasizing.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





Republic of the Philippines

## Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

---

### GRADUATION CEREMONY (Grades 6 and Grade 12) Parts of the Program

#### I. Singing of the Philippine National Anthem

- This may be sung in acapella or with accompaniment following the standard measure.

#### II. Opening Prayer/Doxology

- The prayer should be reflective and representative of the diversity of the learners of the school.

#### III. Regional Hymn

#### IV. Other songs sung in local ceremonies

#### V. Opening Message

- This shall be delivered by the School Head/Assistant Principal/Department Head/Teacher in not more than 5 minutes.
- This part shall focus on the significance of the ceremony, the school's academic performance and achievements while in pandemic and the role of the community in promoting quality basic education as an impact of partnership and shared governance.

#### VI. Welcome Address

- This shall be delivered by the graduating learner with Academic Excellence Award selected by the committee in-charge of the ceremony with the approval of the school head.
- This shall be delivered in not more than 5 minutes.

#### VII. Messages

- DepEd Secretary
- Regional Director
- Schools Division Superintendent

#### VIII. Presentation of the Candidates for Graduation IX. Confirmation of the Graduates

- This shall be done by the School Head
- This shall be performed by the highest DepEd Official present or his/her duly authorized representative.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





Republic of the Philippines

## Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

---

### **X. Distribution of Certificates/Diplomas**

### **XI. Awarding of Honors**

- The basis/criteria for the selection of honors shall be announced.
- The announcement of honors shall be in alphabetical order following this sequence – Highest Honors, High Honors, With Honors.

### **XII. Appreciation Message**

- This shall be delivered by a graduate with Academic Excellence Award selected by the committee in-charge of the ceremony with the approval of the school head.
- The message shall be delivered in not more than 5 minutes.
- This part may highlight stories of success and triumphant experiences of the learners, their families, school and the communities in ensuring children's education despite the challenges faced in the quest for better life through education.

### **XIII. Introduction of the Keynote Speaker**

- The introduction shall focus on the personal and academic background of the guest speaker and to highlight his/her major accomplishments in life.
- This shall be done in not more than 2 minutes by a teacher or Master of Ceremony.

### **XIV. Keynote Message**

- This shall be delivered by an invited Alumnus/Alumna who can provide inspiration to the graduates with his/her success and/or achievements in life after his/her stint with the school.
- The message shall be delivered in not more than 15 minutes.

### **XV. Pledge of Loyalty**

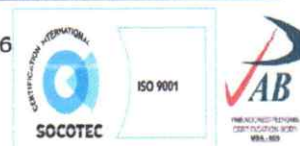
- This shall be led by a graduate with Academic Excellence Award selected by the committee in-charge of the ceremony with the approval of the school head.

### **XVI. Graduation Song**

- This part shall be a musical celebration reflective of the success of the entire class in learning. The song shall be of their choice and shall be properly sung to reflect the quality of education and experiences of the learners while learning.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)







Republic of the Philippines

## Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

---

### **XVII. Closing Message**

- This shall be delivered by the School Head in not more than 10 minutes.
- The School Head shall wrap-up the ceremony, inspire parents to continue supporting the education of their children, acknowledge and thank stakeholders' contribution and support, and make announcements on upcoming school-related activities.

### **Note:**

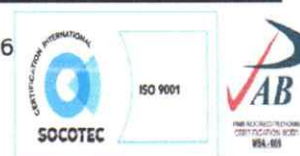
- The Master/s of Ceremony may be selected from the group of learners. SHS Graduation - Grade 11 learner/s JHS Moving Up - Grade 9 learner/s Elementary Graduation - Grade 5 learner/s Kindergarten Moving Up Teacher/s
- The committee in-charge of the Moving Up/Graduation Ceremony shall provide the script to the Master/s of the Ceremony. The script should be brief and concise and in simple Filipino or English language.
- The text for the Presentation and Confirmation of Completer/Graduates for the guidance of all DepEd personnel are attached as Enclosure No. 2.
- In the event, that there is no DepEd official from SDO, RO and CO during the ceremony, the Confirmation of Completers/Graduates shall be done by the school head, while the Presentation of Candidates for Completion/Graduation shall be done by the teacher with the highest designation/position.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

---

**ELEMENTARY SCHOOLS**

**PRESENTATION OF CANDIDATES FOR COMPLETION/GRADUATION**

Good Morning/Afternoon! Sir/Madam, as the School Head/Principal of \_\_\_\_\_, I \_\_\_\_\_ (name of school head/Principal) have the honor to present to you the candidates for completion/graduation of School Year 2022-2023, composed of \_\_\_ boys and \_\_\_ girls with a total of \_\_\_\_\_. After careful scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for completion/graduation. I therefore certify that these candidates for completion/graduation have fully satisfied the requirements prescribed by the Department of Education under the Kindergarten/Elementary Curriculum. Madam/Sir, they are now ready for your confirmation.

**CONFIRMATION OF COMPLETION/ GRADUATION**

By virtue of the authority vested in me, as the authorized representative of \_\_\_\_\_ (name/position) of the Department of Education, SOCCSKSARGEN Region/Schools Division of \_\_\_\_\_, and having been presented and duly certified by the School Head/Principal that you have satisfactorily completed the requirements of the Kindergarten/Elementary Curriculum as prescribed by the Department of Education, I now confirm you Kindergarten Completers/Elementary Graduates of \_\_\_\_\_ (school) for School Year 2022-2023. You are now eligible to receive your certificate of completion/graduation. Congratulations!





Republic of the Philippines

## Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

---

### SECONDARY SCHOOLS

#### PRESENTATION OF CANDIDATES FOR COMPLETION/GRADUATION

Good Morning/Afternoon! Sir/Madam, as the School Head/Principal of \_\_\_\_\_, I \_\_\_\_\_ (name of school head/Principal) have the honor to present to you the candidates for completion/graduation of School Year 2022-2023, composed of \_\_\_ boys and \_\_\_ girls with a total of \_\_\_\_\_. After careful scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for completion/graduation. I therefore certify that these candidates for completion/graduation have fully satisfied the requirements prescribed by the Department of Education under the Junior High School/Senior High School Curriculum. Madam/Sir, they are now ready for your confirmation.

#### CONFIRMATION OF COMPLETION / GRADUATION

By virtue of the authority vested in me as the authorized representative of \_\_\_\_\_ (name/position) of the Department of Education, SOCCSKSARGEN Region/Schools Division of \_\_\_\_\_, and having been presented and duly certified by the School Head/Principal that you have satisfactorily completed the requirements of the Junior High School/Senior High School Curriculum as prescribed for Secondary Schools of the Department of Education, I now confirm you Junior High School Completers/Senior High School Graduates of \_\_\_\_\_ (school) for School Year 2022-2023. You are now eligible to receive your certificate of completion/diploma.

Congratulations!



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)

