



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

May 4, 2024

REGION MEMORANDUM
CLMD-2024-150

**REITERATION OF GUIDELINES ON THE CONDUCT OF MOVING-UP
AND GRADUATION CEREMONIES**

To: Schools Division Superintendents

1. With reference to DepEd Order (DO) No. 003, s. 2024, Amendments to DepEd Order (DO) No. 022, s. 2023 (Implementing Guidelines on the School Calendar and Activities for School Year 2023-2024), the End of School Year (EOSY) Rites shall be any of the dates from May 29 to 31, 2024.
2. The theme of the SY 2023-2024 EOSY Rites shall be ***Kabataang Pilipino Para sa Matatag na Kinabukasan ng Bagong Pilipinas***. This theme highlights the pivotal role of education in shaping Filipino youth as the vanguards in building a stronger and progressive nation.
3. The following provisions stipulated in DepEd Order No. 009 s. 2023, **“Updated Implementing Guidelines on the Annual Conduct of the K to 12 Basic Education Program End-of- School Year (EOSY) Rites,”** are hereby reiterated:
 - a. 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 venues.
 - b. Non-academic projects articulated in **DO No. 66, s. 2017**, titled ***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.
 - c. For public schools, expenses relative to the activity shall be charged against the school's Maintenance and Other Operating Expenses (MOOE), subject to existing guidelines. No DepEd personnel shall be allowed to collect any kind of contribution or fee for the Graduation/Moving-up Ceremony.
 - d. Moving up or graduating 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 titled Prohibition of Electioneering and Partisan Political Activity.
 - e. 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.



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- f. 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** or **The Department of Education Service Marks and Visual Identity Manual**.
 - g. Guidelines on awarding of honors to learners from Grade I to 12 as stipulated in **DO No. 36, s. 2016: Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program** shall be followed.
4. 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. Schools shall avoid scheduling their EOSY Rites during the time of the day when temperatures are at their highest.
5. DepEd SOCCSKSARGEN also sets the following protocols in the conduct of the EOSY rites:
- a. No posting of streamers/tarps welcoming the presence/attendance of DepEd officials
 - b. No giving of leis to DepEd guest/officials
 - c. Guest/school officials shall be allocated seats on the left/right side fronting the stage.
6. For a smooth flow of the EOSY rites, refer to the following enclosures for guidance and reference:
- Enclosure 1: Parts/sequence of the program for Moving Up/Graduation Ceremony
 - Enclosure 2: Templates for Presentation/Confirmation of Candidates for Completion/Graduation
 - Enclosure 3: Assignment of RO personnel who shall represent the Regional Director in the EOSY rites.
7. The message of the Regional Director for Graduation 2024 can be accessed thru the link <https://bit.ly/rdcarlitorocafortgraduation2024>
8. For the information and guidance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosures: As stated

References: DM No. 023, s. 2024; DO No. 003, s. 2024; DO No. 009 s. 2023; DO No. 022, s. 2023

Allotment: None

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

MOVING UP

GRADUATION

LBM/CLMD/RM/ REITERATION OF GUIDELINES FOR MOVING UP AND GRADUATION CEREMONIES
157/MAY 4, 2024



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Enclosure 1 to Region Memorandum CLMD-2024-150

MOVING UP CEREMONY
(Kindergarten and Grade10)

Parts of Program

I. Processional

II. Singing of the Philippine National Anthem

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

III. Prayer

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

IV. Regional Hymn

- This may be sung acapella or with accompaniment.

V. Other hymns sung in local ceremonies supported by local/executive order

VI. Welcome Address

- This shall be delivered by the learner with Performance Award for Kindergarten/Grade 10 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. 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 and the role of the community in promoting quality basic education as an impact of partnership and shared governance.

VIII. Messages



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- DepEd Secretary
- Regional Director
- Schools Division Superintendent

IX. Presentation of the Candidates for Completion

- This shall be done by the School Head.

X. Confirmation of the Completers

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

Note: If there is no DepEd official from SDO, RO or CO during the ceremony, the Confirmation of Completers shall be done by the school head, while the Presentation of Candidates for Completion shall be done by the teacher with the highest designation/position.

XI. Distribution of the Certificates of Completion

The school shall devise a scheme to maximize the utilization of time in the distribution of certificates especially for schools with large number of completers

XII. Awarding of Honors

- The announcement of honors shall be in alphabetical order following this sequence – Highest Honors, High Honors, With Honors

XIII. 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.

XIV. Inspirational Message

- This shall be delivered by an invited successful alumna/alumnus/partner/sponsor.
- The message shall be done in **not more than 15 minutes**.

XV. Singing of a Song of Celebration and Thanksgiving

- The song shall be properly sung with harmony.

XVI. 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.



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XVII. Recessional

Note:

- Only the completers, DepEd personnel and officials, guests, and colors/flag bearers (when available) shall be joining the processional and recessional.
- The duly authorized representative of the RD/SDS will read his/her message.



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GRADUATION CEREMONY

(Grades 6 and Grade 12)

Parts of Program

I. Processional

II. Singing of the Philippine National Anthem

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

III. Prayer

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

IV. Regional Hymn

- This may be sung in acapella or with accompaniment.

V. Other hymns sung in local ceremonies supported by local/executive order

VI. Welcome Address

- This shall be delivered by the learner with Performance Award for Grade 6/Grade 12 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. 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 and the role of the community in promoting quality basic education as an impact of partnership and shared governance.

VIII. Messages

- DepEd Secretary
- Regional Director
- Schools Division Superintendent

IX. Presentation of the Candidates for Graduation

- This shall be done by the School Head



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X. Confirmation of the Graduates

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

Note: *If there is no DepEd official from SDO, RO and CO during the ceremony, the Confirmation of Graduates shall be done by the school head, while the Presentation of Candidates for Graduation shall be done by the teacher with the highest designation/position*

XI. Distribution of Certificates/Diplomas

The school shall devise a scheme to maximize the utilization of time in the distribution of diplomas especially for schools with large number of graduates.

XII. Awarding of Honors

- The announcement of honors shall be in alphabetical order following this sequence – Highest Honors, High Honors, With Honors.

XIII. 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.

XIV. Introduction of the Keynote Speaker

- The introduction shall focus on the personal and academic background of the 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.

XV. Keynote Message

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

XVI. 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.



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XVII. 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.

XVIII. 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.

XIX. Recessional

Note:

- Only the graduates, DepEd personnel and officials, guests, and colors/flag bearers (when available) shall be joining the processional and recessional.
- The duly authorized representative of the RD/SDS will read his/her message.



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Enclosure 2 to Region Memorandum CLMD-2024-150

➤ **ELEMENTARY SCHOOLS**

PRESENTATION OF CANDIDATES FOR COMPLETION
(KINDERGARTEN)

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 of School Year 2023-2024, composed of ___ boys and ___ girls with a total of ____.

After scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for completion. I therefore certify that these candidates for completion have fully satisfied the requirements prescribed by the Department of Education under the Kindergarten Curriculum.

Madam/Sir, they are now ready for your confirmation.

CONFIRMATION OF COMPLETION
(KINDERGARTEN)

By virtue of the authority vested in me as the duly 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 Curriculum as prescribed by the Department of Education, I now confirm you Kindergarten Completers of _____ (school) for School Year 2023-2024. You are now eligible to receive your certificate of completion. Congratulations!



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PRESENTATION OF CANDIDATES FOR GRADUATION
(Grade 6)

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 graduation of School Year 2023-2024, composed of ___ boys and ___ girls with a total of ____.

After scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for graduation. I therefore certify that these candidates for graduation have fully satisfied the requirements prescribed by the Department of Education under the Elementary Curriculum. Madam/Sir, they are now ready for your confirmation.

CONFIRMATION OF GRADUATION
(Grade 6)

By virtue of the authority vested in me as the duly 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 Elementary Curriculum as prescribed by the Department of Education, I now confirm you Elementary Graduates of _____ (school) for School Year 2023-2024.

You are now eligible to receive your certificate of graduation. Congratulations!



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SECONDARY SCHOOLS

PRESENTATION OF CANDIDATES FOR COMPLETION

(Grade 10)

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 of School Year 2023-2024, composed of ___ boys and ___ girls with a total of ___.

After scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for completion. I therefore certify that these candidates for completion have fully satisfied the requirements prescribed by the Department of Education under the Junior High School Curriculum.

Madam/Sir, they are now ready for your confirmation.

CONFIRMATION OF COMPLETION

(Grade 10)

By virtue of the authority vested in me as the duly 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 Curriculum as prescribed for Secondary Schools of the Department of Education, I now confirm you Junior High School Completers of _____ (school) for School Year 2023-2024.

You are now eligible to receive your certificate of completion. Congratulations!



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PRESENTATION OF CANDIDATES FOR GRADUATION
(Grade 12)

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 graduation of School Year 2023-2024, composed of (specify different strands) ___ boys and ___ girls with a total of ___.

After scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for graduation. I therefore certify that these candidates for graduation have fully satisfied the requirements prescribed by the Department of Education under the Senior High School Curriculum.

Madam/Sir, they are now ready for your confirmation.

CONFIRMATION OF GRADUATION
(Grade 12)

By virtue of the authority vested in me as the duly 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 Senior High School Curriculum as prescribed for Secondary Schools of the Department of Education, I now confirm you Senior High School Graduates of _____ (school) for School Year 2023-2024.

You are now eligible to receive your diploma. Congratulations!



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Enclosure 3 Region Memorandum CLMD-2024-150

ASSIGNMENT OF REGIONAL OFFICE PERSONNEL WHO SHALL REPRESENT THE REGIONAL DIRECTOR IN MOVING-UP AND GRADUATION CEREMONIES

SDO ASSIGNMENT	NAME	POSITION
COTABATO PROVINCE	NORMAN S. VALEROSO	EPS-QAD
	JADE T. PALOMAR	EPS- CLMD
	MICHAEL A. POBLADOR	EPS-QAD
	REGAN B. DAGADAS	EPS-CLMD
GEN. SANTOS CITY	CYNTHIA G. DIAZ	EPS-CLMD
	SHIENNA LYN L. ANTENOR	EPS-CLMD
	MELINDA A. RIVERA	CES-FTAD
SOUTH COTABATO	LEONARDO B. MISSION	EPS-CLMD
	ARTURO D. TINGSON, Jr.	EPS-CLMD
	JAY-AR S. LIPURA	EPS-CLMD
KORONADAL CITY	EMILY F. ENOLPE	OIC-CES-HRDD
	LUZ LALLI L. FERRER	CES-CLMD
	MA. LOURDES A. SANCHEZ	CES-FD
SARANGANI	GLENN A. BISNAR	CES-PPRD
	AGNEY C. TARUC	EPS-FTAD
	GRACE PATRICE M. MONDRAGON	EPS-QAD
KIDAPAWAN CITY	RAFFY HERRERA	EPS-PPRD
	ROGER V. SUERTE	EPS-HRDD
	CRISANTO M. BULADO	EPS-CLMD
TACURONG CITY	MA. ISABEL ROSIOS CUNANAN	EPS-CLMD
	LOUELLA L. JABIDO	EPS-QAD
	NAPOLEON G. GIO	CES-ESSD
SULTAN KUDARAT	DAVE C. PRODIGO	EPS-CLMD
	NATHANIEL F. BANGOC	EPS-QAD
	MAGDALENO C. DUHILAG	EPS-CLMD

Note:

The Schools Division Office is enjoined to determine the schools whose Moving-up and Graduation Ceremonies shall be attended by the RO personnel and provide them the necessary assistance during their travel to schools and always ensure their safety and security.