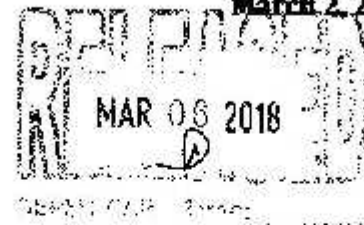




March 2, 2018

Regional Memorandum
No. 080-2018



2018 GRADUATION AND MOVING UP/ COMPLETION RITES

To: **Schools Division Superintendents**
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Relative to the conduct of the End of School Year Rites as per DepEd Order No. 06, series 2018, the graduation, moving up, and closing ceremonies should be scheduled not earlier than April 2, 2018 but not later than April 6, 2018.
2. The ceremonies shall revolve around the theme, *"Mag-aaral ng K to 12: Handa sa Hamon ng Buhay (K to 12 Learners: Ready to Face Life's Challenges)"*, which highlights the role of K to 12 Basic Education Program in harnessing the skills and competencies of the Filipino learners to face life's challenges. Divisions and schools may translate the theme in Mother Tongue.
3. Schools are to conduct the end of school year rites in an appropriate solemn ceremony befitting the learners and their parents and shall not be used as a political forum.
4. Likewise, as stated in the same DepEd Order, public schools are reminded of the following:
 - a. Graduation rites should be simple but meaningful which encourages civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue;
 - b. Moving Up or Closing Ceremonies should be simple involving only the learners, their parents and the school head; and
 - c. Non-academic projects such as attendance to field trips, film showing, junior-senior promenade, and other school events should not be imposed as requirements for graduation or completion.

For Public Schools only

- d. Expenses relative to the activity should be charged to the school Maintenance and Other Operating Expenses under the 2018 Budget;
 - e. Any DepEd personnel should not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contributions;
 - f. Contribution for the annual yearbook, if any, should be on a voluntary basis.
5. Awarding of honors to learners from Grades 1 to 12 must follow the guidelines specified in DO 36, s. 2016 entitled Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program. For uniformity, refer to the table below the medal specifications for each of the awards relative to said order:



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



AWARD		Technical Specifications
1. Academic Excellence Award a. With highest honors b. With high honors c. With honors	Gold	Medal with DepEd Seal Diameter Size: 6 cm Weight: 30 g Ribbon width: 1 inch Regional Ribbon Color: Emerald Green
	Silver	
	Bronze	
2. Award for Leadership	Gold	Medal with DepEd Seal Diameter Size: 6 cm Weight: 30 g Ribbon width: 1 inch Ribbon Color: Gold
3. Award for Work Immersion	Gold	Medal with DepEd Seal Diameter Size: 5 cm Weight: 25 g Ribbon width: 1 inch Regional Ribbon Color: White
4. Award for Research/Innovation	Gold	
5. Award for Outstanding Performance in the specific learning areas	Gold	
6. Award for Club or Organization Achievement (members from different grade levels)	Plaque for the club/organization Certificate for each member with school logo	

6. For your further guidance and reference, attached are the following:
- Graduation message of OIC-Regional Director May B. Eclar (Enclosure No. 1)
 - Enclosed certificate and diploma templates as per DO No. 06, s. 2018.

7. Use of enclosed completion certificate and diploma templates:

For private elementary and secondary schools, technical and vocational institutions (TVIs), and higher education institutions (HEIs) including state universities and colleges (SUCs) and local universities and colleges (LUCs)	The use of the enclosed completion certificate and diploma templates is OPTIONAL . The signature of the school head is REQUIRED , while the signature of the schools division superintendent is NOT REQUIRED .
For public elementary and secondary schools	The use of the enclosed completion certificate and diploma templates is REQUIRED .

8. Moreover, the Division Offices through their Division Field Technical Assistance Team (DFTAT), Public Schools District Supervisors or EPS in-charge of districts are advised to monitor the compliance of schools to said Orders.
9. Immediate dissemination and compliance with this Memorandum is desired.


MAY B. ECLAR, Ph.D., CESO V
OIC-Regional Director

Encls:

As stated

References:

DepEd Order No. 6, series 2018
Regional Memo No. 96, series 2017
DepEd Order No. 36, series 2016



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



Office of the Regional Director

GRADUATION MESSAGE

Congratulations Batch 2018!

Today marks another milestone in your lives that opens up a journey full of more opportunities and triumphs. However, this adventure ahead of you comes with stumbling blocks, rigorous routes, and even dead ends. Despite these hindrances, tread on graduates. Remember, difficult roads often lead to beautiful destinations.

This year's theme, "Mag-aaral ng K to 12: Handa sa Hamon ng Buhay (K to 12 Learners: Ready to Face Life's Challenges)," encapsulates the desire of every teacher, of every school, and of every parent that each graduate is ready to face whatever challenge life will offer.


Hence, equip yourselves with the learnings your alma mater and community imparted to you. Arm yourselves with the love and guidance of your parents and always be devoted to the teachings of the Almighty.

Let this day be the beginning of many successes. Keep the faith. Your dreams await you!

Lastly, I extend my deepest appreciation to the school heads, teachers, parents, community leaders, and all other school stakeholders for their collective efforts in laying the foundations that led to the achievement of our shared vision of quality, accessible, relevant and liberating basic education for all.

Again, with jubilation and pride, congratulations everyone! Mabuhay!




MAY B. ECLAR, Ph.D., CESO V
OIC - Regional Director

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-9590
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 423-2214

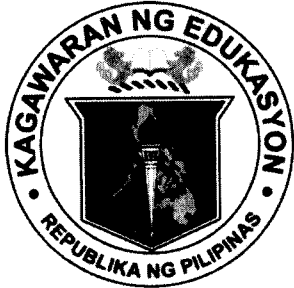
Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

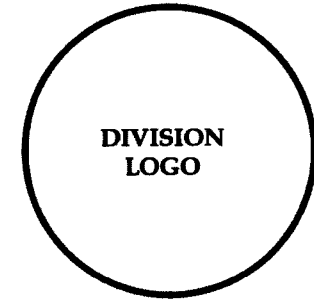
HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
QuAD 422-5187
COA 422-7434

(Enclosure No. 1 to DepEd Order No. 06, s. 2018)

SAMPLE TEMPLATE FOR KINDERGARTEN CERTIFICATE



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education



REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXXX

PUROK NG XXXXXX
DISTRICT OF

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

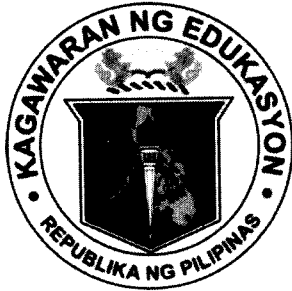
Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-__ ng Abril 2018.
Signed in Xxxxxxxxxx, Philippines on the __th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

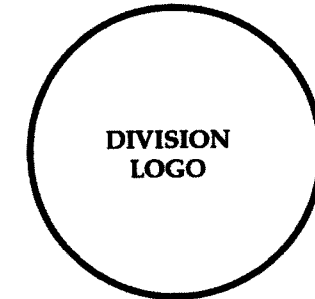
XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

(Enclosure No. 2 to DepEd Order No. 06, s. 2018)

SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education



REHIYON XXX
REGION XXX
SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXXX
PUROK NG XXXXXX
DISTRICT OF

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATIBAYAN
DIPLOMA

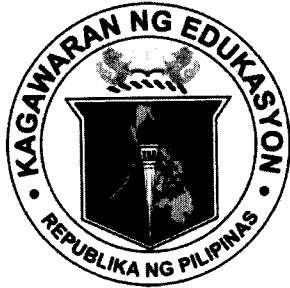
Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-__ ng Abril 2018.
Signed in Xxxxxxxxxx, Philippines on the __th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

(Enclosure No. 3 to DepEd Order No. 06, s. 2018)

SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon

Department of Education

REHIYON XXX
REGION XXX

SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXXX

XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

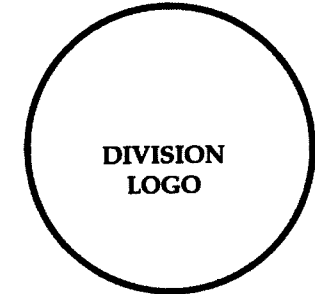
ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Junior High School na itinakda para sa
has satisfactorily completed the requirements for Junior High School prescribed for
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
Secondary Schools of the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-__ ng Abril 2018.
Signed in Xxxxxxxxxx, Philippines on the __th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

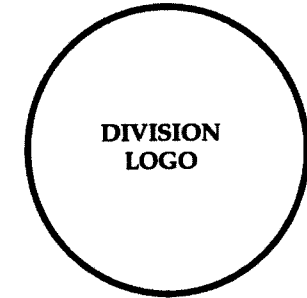


(Enclosure No. 4 to DepEd Order No. 06, s. 2018)

SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education



REHIYON XXX
REGION XXX
SANGAY NG XXXXXXXXX
DIVISION OF XXXXXXXXX

XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School
has satisfactorily completed the requirements for graduation in Senior High School

_____ **TRACK AND** _____ **STRAND**
_____ *TRACK AT* _____ *STRAND*

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
prescribed for Secondary Schools of the Department of Education and is therefore awarded this

KATIBAYAN
DIPLOMA

Nilagdaan sa Xxxxxxxx, Pilipinas nitong ika-__ ng Abril 2018.
Signed in Xxxxxxxx, Philippines on the __th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent