



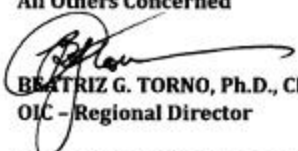
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



Regional Memorandum  
No. **089 - 2017**

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

From:   
**BEATRIZ G. TORNO, Ph.D., CESO IV  
OIC - Regional Director**

Subject: **2017 GRADUATION AND MOVING UP/ COMPLETION RITES**

Date: **March 13, 2017**



1. Relative to the conduct of the End of School Year Rites as per DepEd Order No. 8, series 2017, the graduation, moving up, and closing ceremonies should be scheduled on or before April 7, 2017.
2. The ceremonies shall focus on the theme, "*Sabay-Sabay na Hakbang Tungo sa Maunlad na Kinabukasan,*" which captures the significance of the concerted endeavor and collaborative efforts of the stakeholders and learners in achieving the shared vision of quality, accessible, relevant, and liberating basic education for all.
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. Expenses relative to the activity should be charged to the school Maintenance and Other Operating Expenses under the 2017 Budget;
  - b. Any DepEd personnel should not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contributions;
  - c. Parents-Teachers Association (PTA) may give donations in cash or in kind;
  - d. Contribution for the annual yearbook, if any, should be on a voluntary basis; and
  - e. 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.

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3903	ESSO	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



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5. For uniformity, refer to the table below the medal specifications for each of the awards as per DepEd Order No. 36, series 2016 or the Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program:

AWARD		Technical Specifications	
1. Academic Excellence Award	a. With highest honors	Gold	Medal with DepEd Seal Diameter Size: 6 cm Weight: 30 g Ribbon width: 1 inch Regional Ribbon Color: Emerald Green
	b. With high honors	Silver	
	c. With honors	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	
4. Award for Research/Innovation	Gold	Diameter Size: 5 cm	
5. Award for Outstanding Performance in the specific learning areas	Gold	Weight: 25 g Ribbon width: 1 inch Regional Ribbon Color: White	
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. 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.
7. For your further guidance and reference, attached are the following:
- Graduation message of Secretary Leonor Magtolis-Briones (Enclosure No. 1)
  - Graduation message of OIC-Regional Director Beatriz G. Torno (Enclosure No. 2)
  - Sample template for Grade 10 Certificate of Completion or Junior High School Certificate (Enclosure No. 3)
  - Sample template for Grade 12 Diploma (Enclosure No. 4)
8. Immediate dissemination and compliance with this Memorandum is directed.

Encls.:

As stated

References:

DepEd Order No. 8, series 2017  
DepEd Order No. 36, series 2016

Contact Numbers (Area Code 422):

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 422-2214

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



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Wangal, La Trinidad, Benguet



*Office of the Secretary*



  
**Leonor Magtolis-Briones**  
Secretary

## GRADUATION MESSAGE

My warmest greetings to the school officials, administrators, faculty members and advisers, teachers, parents and guardians of the graduates of school year 2016-2017 with the theme, "Sabay-Sabay na Hakbang Tungo sa Maunlad na Kinabukasan."

If a man wants education, he can learn all he wants. But if a man wants to prove himself, a diploma would be a tangible proof for everyone. However, diplomas are only symbols, but education lasts a lifetime.

Dear graduates, congratulations on this special day when you reap the fruits of your hard work and perseverance in the past years – all those nights of painstakingly studying your lessons and those days of putting your knowledge at work to be a step closer to your dreams. This day is a commemoration of your achievements, a time to anticipate future opportunities, and a season to embrace and thank people who have helped you in one way or the other to reach this finish line.

With all the knowledge, skills, and values you acquired, you have prepared yourself for life-changing endeavors and infinite possibilities. As you journey through life, keep working hard because this is just the beginning of many challenges as well as future successes.

Make your country proud of you and your accomplishments. Your mentors are confident that you will continue living up to become citizens of character and lofty ideals, and whose critical thinking and competency will take the country to path of global competitiveness and recognition.

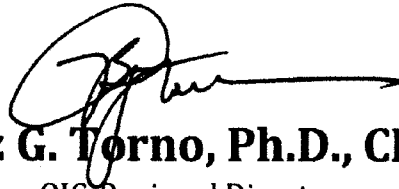
All the best in your next endeavor and congratulations!



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**CORDILLERA ADMINISTRATIVE REGION**  
Wangal, La Trinidad, Benguet



*Office of the Regional Director*



**Beatriz G. Torno, Ph.D., CESO IV**  
OIC-Regional Director

## GRADUATION MESSAGE

**CONGRATULATIONS to the graduates, Batch 2017!**

Graduation is not only an opportune time to share the excitement of one's achievements with people you hold dear in your hearts but also a time of reflection. A reflection on the learning experiences that you have had which gives you the upper hand to face the challenges ahead of you and make your dreams come true.

As you open new chapters in your book of life, take with you the knowledge, skills, and values you have picked up along the way. Let these guide you as you strive through the puzzles and mazes that life has to offer. These deterrents should not break you down, instead, will enable you to fulfill your aspirations and goals in life.

Aim to be productive contributors and better members of your family, of your community, and of the country.

This year's theme, "Sabay-Sabay na Hakbang Tungo sa Maunlad na Kinabukasan," highlights the significance of the concerted endeavor and collaborative efforts of stakeholders and you, our learners, in achieving the shared vision of quality, accessible, relevant, and liberating basic education for all.

Hence, let your certificate of graduation be a symbol of your accomplishments, likewise, the collective efforts of teachers, administrators, staff, parents, local leaders, and community who have supported you in your journey to reach this milestone.

Again, I join our stakeholders and all others in congratulating you for a job well done!

Mabuhay kayo! God Bless Everyone!!!

**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 XXXXXXXXXXXX

DIVISION OF XXXXXXXXX



XXXXXXXX HIGH SCHOOL

Pinatunayan nito na si

*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kaasya-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 XXXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.

*Signed in XXXXXXXX, Philippines on the 1<sup>st</sup> day of April 2016.*

XXXXXXXXXXXXX

Punong-Guro

*Principal*

XXXXXXXXXXXXX

Pansangay na Tagapamanahala ng mga Paaralan

*Schools Division Superintendent*

**SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA**



**Republika ng Pilipinas** Republic  
of the **Pilipinas** **Kagabharan ng**  
**DepEd** Department of Education

REHIYON XXX  
REGION XXX  
SANGAY NG XXXXXXXXXX  
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**

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 XXXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.

*Signed in XXXXXXXX, Philippines on the 1st day of April 2016.*

XXXXXXXXXXXX  
Punong-Guro  
*Principal*

XXXXXXXXXXXX  
Pansangay na Tagapamanahala ng mga Paaralan  
*Schools Division Superintendent*

**SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE**



Republika ng Pilipinas Republic  
of the Philippines **Kagawaran ng**  
**DepEd** Department of Education

REHIYON XXX  
REGION XXX

SANGAY NG XXXXXXXXXX  
DIVISION OF XXXXXXXXX

PUROK NG XXXXXXXX  
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 tinakda  
*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 XXXXXXXXX, Pilipinas nitong ika-1 ng Abril 2016.  
*Signed in XXXXXXXX, Philippines on the 1<sup>st</sup> day of April 2016.*

XXXXXXXXXXXX  
Punong-Guro  
*Principal*

XXXXXXXXXXXX  
Pansangay na Tagapamanahala ng mga Paaralan  
*Schools Division Superintendent*