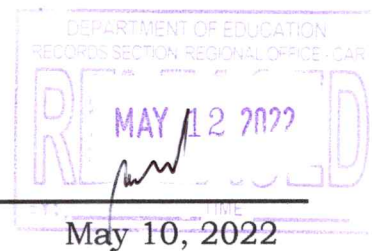




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



May 10, 2022

REGIONAL MEMORANDUM

No. - 220-2022 _____

REITERATION ON THE PROCEDURES IN THE ISSUANCE OF SPECIAL ORDER (SO) FOR GRADUATION TO GRADUATING STUDENTS FROM PRIVATE SCHOOLS

To: Assistant Regional Director
Schools Division Superintendents
Private School Administrators
All Others Concerned

1. Pursuant to **Section 150** of DepEd Order No. 88, s. 2010, known as the **"2010 Revised Manual of Operations for Private Schools in the Basic Education"**, Special Orders shall be required for the graduation of students from the formal secondary level in all private schools nationwide.
2. A copy of issued Special Order is also a requirement in the issuance of Certification, Authentication and Verification (CAV).
3. Private Schools requesting issuance of Special Order of Graduation to their graduating students must ensure strict compliance with all the requirements prescribed by this office to facilitate the immediate processing of the application.
4. Schools Division Offices are directed to provide guidance to concerned private schools and ensure availability of documents from private schools that ceased operation in cases these are needed. There are few graduates from private schools who were deprived of the issuance of CAV and SO due to non-availability of pre-requisite records such as Forms 9, 10, 137, etc.
5. For details or queries, kindly contact the Quality Assurance Division (QAD) at Tel. No. 422-1318 (local 1201) or email at quad.depedcar@gmail.com.
6. Immediate dissemination of this memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

QAD/CDBJr/4-6-22



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