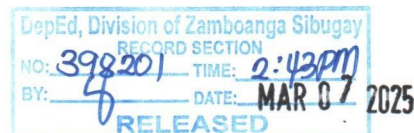




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



06 March 2025

DIVISION MEMORANDUM
NO. 117, s. 2025

**GUIDELINES ON THE CONDUCT OF END-OF-SCHOOL-YEAR (EOSY) RITES,
SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
EPSs/PSDSs/District in-Charge
Public and Private School Heads and teachers
All Others Concerned
This Division

1. In accordance with DepEd Order No. 009, s. 2023, titled "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 hereby disseminates the **implementing guidelines for compliance by all schools** to include, among others, the preparation and submission of diplomas/certificates.
2. **Enclosure A** reiterates the detailed guidelines based on the following policies:
 - a) **Discouraging excessive spending, extravagant attire, or extraordinary venue for the conduct of Graduation and Moving Up Ceremonies;**
 - b) **DepEd Order No. 66, s. 2017, entitled *Implementing Guidelines on the Conduct of Off-Campus Activities*;**
 - c) **DepEd Order No. 31, s. 2019, entitled *The Department of Education Service Marks and Visual Identity Manual* (Enclosure 1, pages 44-46);**
 - d) **DepEd Order No. 36, s. 2016, entitled *Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program*;**
 - e) **DepEd Order No. 47, s. 2018, entitled *Prohibition of Electioneering and Partisan Political Activity*;**
 - f) **Central Office Unnumbered Memorandum (DM OUOPS 2025-01-01052) titled *Prohibition on the Conduct of Electioneering and Partisan Political Activity During End-of-School-Year Rites*; and**
 - g) **Prohibiting any DepEd personnel to collect any kind of contribution or graduation/moving up fee.**



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3. Private schools, State Universities and Colleges (SUCs), and Local Universities and Colleges (LUCs) offering basic education may choose to adopt these guidelines as a basis for conducting their moving up/graduation ceremonies.

4. Immediate dissemination of this Memorandum is directed.


VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

References: CO Unnumbered Memorandum (DM OUOPS 2025-01-01052)






DO No. 009, s. 2023
DO Np. 66, s. 2017
DO No. 31, s. 2019
DO No. 002, s. 2019
DO No. 36, s. 2016
DO No. 47, s. 2018
DO 49, s. 2006

To be indicated in the perpetual index under the ff.subjects:

POLICY	EOSY RITES
CERTIFICATE	LEARNERS
DIPLOMA	SCHOOLS

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Enclosure A to Division Memorandum No. 117, s. 2025

PROCEDURES ON THE CONDUCT OF END-OF-SCHOOL-YEAR RITES, SCHOOL YEAR 2024-2025

1. Pursuant to DepEd Order No. 002, s. 2019 re *School Year 2018-2019 K to 12 Basic Education Program, End of School Year (EOSY) Rites*, all schools shall conduct the following EOSY Rites:

Grade Level Completers	Completers	Proof of Completion
1. Kindergarten	Moving Up	Kindergarten Certificate
2. Grade 6	Graduation	Elementary Certificate
3. Grade 10	Moving Up	Junior High School Certificate
4. Grade 12 learners	Graduation	Senior High School Diploma

2. In compliance with DepEd Order No. 31, s. 2019, titled *‘The Department of Education Service Marks and Visual Identity Manual,’* all schools are reminded to strictly observe the prescribed format for certificates of completion and diplomas. To expedite the preparation process, this office has prepared pro-formatted templates with instructions, which can be accessed through the link. - <https://bit.ly/diplomaSDOZSibugay>
3. The use of the completion certificate and diploma templates are as follows:

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) offering basic education	The use of the 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 cited completion certificate and diploma template is required .

4. All schools are reminded to **exercise utmost prudence and care** in preparing **diplomas/certificates**, ensuring the **accuracy of learners' information**. For prospective **Senior High School (SHS) graduates** and **Junior High School completers**, **diplomas/certificates** must bear the **fresh signature** of the Schools Division Superintendent. For **Kindergarten** and **Elementary certificates**, the **electronic signature** of the Superintendent will be used. Additionally, **District Supervisors/District In-Charge must affix their initials** below the Superintendent's name on these certificates.



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5. In light of the procedures outlined above, all schools are required to submit Senior High School Diplomas and Junior High School Certificates **starting next week and continuing through the last week of March 2025**. These submissions must be made promptly to ensure that the Superintendent can efficiently review and sign the documents before April. Given the volume of documents involved, early submission will help prevent delays and ensure that all diplomas and certificates are processed smoothly.
6. This office also reiterates the following policies and procedures as mentioned in DO 009, s. 2023, Part IV, Items 5 and Central Office Unnumbered Memorandum (DM OUOPS 2025-01-01052) dated February 27, 2025:
- 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 venue.
 - b) Non-academic projects articulated in DO 66, s. 2017, entitled **Implementing Guidelines on the Conduct of Off-Campus Activities** such as attendance to field trips, film showings, JS Promenade and other school events should NOT be imposed as requirements for graduation or completion.
 - c) Guidelines on awarding of honors to learners from Grades 1 to 12 as stipulated in DO 36, s. 2016, entitled **Policy Guidelines on the Awards and Recognition for the K to 12 Basic Education Program** shall be followed.
 - d) In light of the upcoming National and Local Elections on May 12, 2025, all schools are reminded to strictly adhere to DO 48, s. 2018 entitled **Prohibition of Electioneering and Partisan Political Activity**. Moving up or graduating rites must be conducted in an appropriate solemn ceremony befitting the graduating students and their families **without being used as a political forum**. Any complaints that may arise concerning allegations of electioneering and partisan political activity during EOSY rites shall be promptly resolved at the appropriate governance level to ensure compliance with DepEd regulations and maintain the integrity of the ceremonies.
- Violations of the prohibited acts committed by DepEd officials or personnel, as stated in DO 48, s. 2018, will be dealt with in accordance with DO 49, s. 2006 or the **Revised Rules of Procedure of the Department of Education in Administrative Cases**, the **Revised Rules on Administrative Cases in the Civil Service**, and the **Omnibus Election Code**.
- e) **No DepEd personnel shall be allowed to collect any kind of contribution or graduation/moving up fee.**








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- f) For public schools, expenses relative to the activity shall be charged against the school's MOOE. For ALS, expenses to be incurred for the conduct of the activity may be charged to ALS Program Support Funds.
 - g) 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) offering basic education or any grade levels thereof, may opt to adopt the provisions of this memo as basis in the conduct of their moving up/graduation ceremonies.
 - h) 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.
 - i) The School Heads shall be primarily responsible for supervising the implementation of all the mentioned policies in their respective schools, ensuring that the provisions are communicated to all concerned stakeholders in the school community.
 - j) All concerned SDO personnel across functional divisions shall monitor the compliance of schools with these procedures.

-----nothing follows-----



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