



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

04 February 2026



DIVISION MEMORANDUM
NO. 647, s. 2026

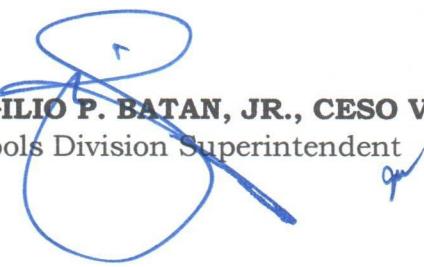
**SUBMISSION OF SPECIAL-ORDER APPLICATIONS OF PRIVATE
SCHOOLS FOR APPROVAL AND ISSUANCE**

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Private Schools Secondary School Administrators
All Others Concerned
This Division

1. This Office hereby directs all private schools, particularly those offering Senior High School programs, to be guided by and to strictly comply with the provisions of the attached **Regional Memorandum No. CS, s. 2023**, entitled "*Updated Policies on the Issuance of Special Order (S.O.)*", issued by the **Department of Education Regional Office IX**. All applications for **Special Order (S.O.)** must be submitted to this Office **on or before February 20, 2026**.
2. The office through the School Governance and Operations Division – School Management Monitoring and Evaluations (SMM&E) shall conduct a thorough **review and evaluation** of all submitted documents to ensure completeness, authenticity, and compliance with the required guidelines before forwarding the application to the Regional Office.
3. All concerned are hereby enjoined to strictly observe the prescribed procedures and timelines to avoid delays in processing and to ensure that, during the Commencement Exercises, all graduating students are issued diplomas bearing the corresponding **Special Order (S.O.)**, and that the same are properly reflected in all official school records.


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4. Immediate dissemination of and strict compliance with this Memorandum is hereby enjoined.


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

Encl.: As Stated

Reference:

DepEd Order No. 88, s. 2010, DepEd Order No. 10, s. 2018
and Regional Memo. No. 048, 2023

To be indicated in the Perpetual Index under the ff. subjects:

SPECIAL ORDER PRIVATE SCHOOLS

ZS-DM-SGOD-SMME-2026-02-039-0
AAU-20260204



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01 FEB 2023

Office of the Regional Director

January 31, 2023

REGIONAL MEMORANDUM

No. 048 s. 2023

UPDATED POLICIES ON ISSUANCE OF SPECIAL ORDER

TO: **The Schools Division Superintendents
Assistant Schools Division Superintendents
Functional Division Chiefs
Division Private Schools Coordinators
Private Schools Administrators
Private School Records In-Charge
All Others Concerned**

1. The Department of Education Regional Office IX, through the Quality Assurance Division (QAD) set the policy guidelines for issuance of Special Order (S.O.) based on DepEd Order No. 88, s. 2010, DepEd Order No. 10, s. 2018 and DepEd Memorandum No. 14, s. 2022.
2. In relation to the adjustment of the School Calendar through the issuance of DepEd Order No. 034, s. 2022, application for Special Order of qualified Grade 12 learners Candidate for Graduation for each school year shall be filed by the school through the Schools Division Office (SDO) every 1st week of February and transmitted to the Regional Office 1st week of March of the calendar year or earlier upon evaluation of the applications of Special Orders (S.O.) of Private Schools/ Technical Vocational Institute/Non DepEd Public Schools
3. The application of Special Order (S.O.) will be processed by the Regional Office and return to the Schools through the Schools Division Office on or before March 30 of the same calendar year.
4. Schools shall release the S.O. to the students not later than forty-five (45) days after the end of the school term.
5. In violation of the above guidelines, a fine of Php 1,000.00 per day of delay, but not exceeding Php 10,000.00 shall be imposed against the responsible official or In-Charge of Special Order of any school, colleges/universities without prejudice to any civil action for damages which maybe filed in court by any affected graduate as provided in DECS Order No. 114, s. 1991.
6. Three successive violations of the guidelines shall result in the revocation of authority to operate Senior High School.



Address: President Corazon C. Aquino Regional Government
Center, Balintawak, Pagadian City 7016
Website: www.depedro9.net; www.ro9-deped.com
Email: region9@deped.gov.ph



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7. The penalties provided for in Section 1, Rule XI, Republic Act No. 6173, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" shall apply to any or all officials and employees who shall be found violating any of the provisions of this order.
8. Requirements and Arrangement of DOCUMENTS for Special Order applications to be submitted to the School Division Office through the Office of the Schools Governance and Operations Division (SGOD):
 - a. Photocopy of the Permit to Operate/Government Recognition;
 - b. List of Students Enrolled in Grade 12 for SY 2022-2023 and onwards;
 - c. List of Graduating Students Grade 12 for SY 2022-2023 and onwards by Gender and LRN;
 - d. Photocopy of Birth Certificate of each Grade 12 graduating students;
 - e. Form 9 (Entered require data); and
 - f. Letter of intent / endorsement from the Office of the School Principal of the Private Schools to the Office of the Schools Division Superintendent.
9. Procedures:
 - a. Comply all the aforementioned requirements;
 - b. Submit the requirements with the letter of intent to the Division Office;
 - c. The application and submission of documents for Special Order from the Private Schools will be in folder by Track/Strand/Specialization;
 - d. Division Private School Coordinator/Division Credentials Evaluation Team evaluates, validates the authenticity/veracity of submitted documents for application of S.O. of Private Schools/ Technical Vocational Institutions / Non DepEd Public Schools. There's no need to forward the supporting documents of application for S.O. submitted by the Private Schools to the Regional Office.
 - e. Division Office submits only the List of Graduating Students Grade 12 for SY 2022-2023 and onwards in 3 copies (hard copies) duly certified by the Division Private School Coordinator, Division Credentials Evaluators, SGOD Chief to the Regional Office, endorsed by the Schools Division Superintendents.
(Attached A - Template for the List of Graduating Students - Grade 12 for SY 2022-2023 and onwards);
 - f. Regional Office through the Office of the Quality Assurance Division (QAD) grant and approved the application for the issuance of S.O. of Private Schools/ Technical Vocational Institutions / Non DepEd Public Schools; within 20 working days;
 - g. The approved issuance of S.O. will be endorsed to the Schools Division Superintendents;





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- h. Schools Division Superintendents will return the approved S.O. to the schools.
10. All provisions in the previous issuances which are inconsistent with these policy guidelines are hereby repealed or modified accordingly. These policy guidelines shall take effect upon its issuance.
11. For more information, contact Dr. Lucman L. Manupac, Chief-ES, QAD through email address region9.qad@deped.gov.ph.
12. Immediate dissemination of and strict compliance with these policy guidelines is directed.


DR. RUTH L. FUENTES, CESO IV
Regional Director

Reference:

DepEd Order No. 10, s. 2018, DepEd Order No. 88, s. 2010,
DeEd Order No. 034, s. 2022
DM No. 14, s. 2022 (QMS & PAWIM Manual)

ORD-QAD-OM-2022-001
LLM



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Appendix A.

School: _____
Division: _____
Name of Adviser: _____
Name of the School Principal: _____
Contact Number : _____

**LIST OF GRADUATING STUDENTS GRADE 12 FOR ISSUANCE
OF SPECIAL ORDER
SY 2022-2023**

SHS Track: _____
SHS Strand: _____
Specialization: _____
Total Number of Graduating Students: M _____ F _____ T _____

This is to certify that the records of the following listed candidates for graduation in Senior High School - Specified the Track / Strand / Specialization of Name of School for School Year _____ were verified and checked against the original documents filed in the office.

School Registrar

School Principal

SDO Private Coordinator

SDO EPS Private School Coordinator

SGOD Chief



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