



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

May 6, 2024

DIVISION MEMORANDUM

SGOD No. 047, s. 2024

**REITERATION OF POLICIES FOR THE END - OF - SCHOOL - YEAR RITES AND
DISSEMINATION OF ASSIGNMENT OF SDO PERSONNEL TO SCHOOLS**

To: OIC – Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Division Section Heads
Elementary and Secondary School Heads
This Division

1. This has reference to DepEd Memorandum No. 023, s. 2024 titled Conduct of the K to 12 Basic Education Program End – of – School – Year Rites for the School Year 2023 – 2024.
2. The theme of this year's EOSY rites shall be ***Kabataang Pilipino Para sa Matatag na Kinabukasan ng Bagong Pilipinas.***
3. DepEd Order No. 003, s. 2024, Amendment to DepEd Order No. 022, s. 2023 has set the EOSY rites to any of the dates from May 29 to 31, 2024 .
4. In this view, the undersigned hereby lays emphasis and reiterates the following provisions for strict adherence:

DepEd Order No. 009, s. 2023 as stressed in Paragraph 4 of DM 023, s. 2024

- a. **Graduation and Moving – up Ceremonies shall be simple but meaningful.** While these rites mark a milestone in the lives of the learners, graduation and moving – up ceremonies shall be conducted without excessive spending, extravagant attire, or extraordinary venues.
- b. **Non – academic projects** articulated in DO 66, s. 2017, Implementing Guidelines on the Conduct of Off – Campus Activities, such as attendance to field trips, film showings, the Junior – Senior Promenade, and other school events, **shall not be imposed as graduation or completion requirements.**
- c. Expenses relative to the activity shall be charged to the school's MOOE subject to the existing guidelines. **No DepEd personnel shall be allowed to collect any kind of contribution or fee for the Graduation/Moving – up Ceremony.**



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Item 3, No. 26 of DO 22, s. 2023

- The School Award Committee shall deliberate on awards and recognition **not later than three calendar days before the EOSY Rites** for the following: (a) learners who will receive recognition and awards, and (b) learners who are candidates for graduation.

Article VII of DepEd Order No. 013, s. 2022 or the Omnibus Guidelines on the Regulation of Operations of Parent – Teacher Associations

Item 26.2.3.1

- In the collection of VSCs (Voluntary School Contributions), the collection shall be strictly on a voluntary basis.

Item 26.2.3.3

- PTAs **shall refrain from setting exorbitant amount for VSCs.**
5. Further, DM 023 also states that to ensure the safety and protection of learners, teachers, and attendees, schools are advised to hold their EOSY Rites in indoor venues with proper ventilation or covered courts to avoid exposure to the extreme heat of the sun. Schools shall avoid scheduling the EOSY Rites during the time of the day when temperatures are at the highest.
 6. For the purposes of unity, solemnity and giving exceptional attention to completers/graduates and ensure smooth flow of the EOSY rites, refer to the following enclosures for your guidance and reference:

Enclosure 1: Parts/Sequence of the program for Moving – up/Graduation Ceremonies
Enclosure 2: Schedule for the Moving – up/Recognition/Graduation Ceremonies of Schools
Enclosure 3: Assignment of SDO Personnel who shall represent the Schools Division Superintendent during the EOSY rites
Enclosure 4: Templates for Presentation/Confirmation of Candidates for Completion/Graduation
 7. The Schools Division Superintendent and the Assistant Schools Division Superintendent shall determine the schools which they shall be attending the EOSY rites.
 8. All expenses relative to the EOSY rites shall be charged to school's MOOE or other local funds subject to the usual accounting and auditing rules and regulations.



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9. Widest dissemination of this Memorandum is directed.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: As stated
References: DepEd Order No. 013, s. 2022
DedEd Order No. 22, s. 2023
DepEd Order No. 003, s. 2024
DepEd Memorandum No. 023, s. 2024
Region Memorandum CLMD – 2023 – 176
Allotment: None
To be indicated in the Perpetual Index
under the following subjects:

CEREMONY
GRADUATION
LEARNERS
MOVING – UP
PTA
SCHOOLS

*MDR/SGOD/DIVISION MEMORANDUM/REITERATION OF POLICIES FOR THE END – OF – SCHOOL – YEAR RITES AND
DISSEMINATION OF ASSIGNMENT OF SDO PERSONNEL TO SCHOOLS/ May 6, 2024*



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Enclosure No. 01 to Division Memorandum SGOD No. 047, s. 2024

**Parts/Sequence of the program for Moving – up/Graduation
Ceremonies**

MOVING UP CEREMONY
(Kindergarten and Grade10)

- I. Processional**
- II. Singing of the Philippine National Anthem**
 - This may be sung acapella by all in attendance or with accompaniment following the standard measure.
- III. Prayer**
 - The prayer should be reflective and representative of the diversity of the learners of the school.
- IV. Regional Hymn**
 - This may be sung in acapella or with accompaniment.
- V. Sultan Kudarat Hymn**
- VI. Tacurong City Hymn**
- VII. Welcome Address**
 - This shall be delivered by the learner with Performance Award for Kindergarten/Grade 10 or Academic Excellence Award selected by the committee in-charge of the ceremony with the approval of the school head.
 - This shall be delivered in **not more than 5 minutes**.
- VIII. Opening Message**
 - This shall be delivered by the School Head/Assistant Principal/Department Head/Teacher in **not more than 5 minutes**.
 - This part shall focus on the significance of the ceremony, the school's academic performance and achievements and the role of the community in promoting quality basic education as an impact of partnership and shared governance.



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IX. Messages

X. Presentation of the Candidates for Completion

- This shall be done by the School Head.

XI. Confirmation of the Completers

- This shall be performed by the highest DepEd Official present or his/her duly authorized representative.

XII. Distribution of the Certificates of Completion

XIII. Awarding of Honors

XIV. Introduction of the Guest Speaker

- The introduction shall focus on the personal and academic background of the guest speaker and to highlight his/her major accomplishments in life.
- This shall be done in **not more than 2 minutes** by a teacher or Master of Ceremony.

XV. Inspirational Message

- This shall be delivered by an invited successful alumna/alumnus/partner/sponsor.
- The message shall be done in **not more than 15 minutes**.

XVI. Singing of a Song of Celebration and Thanksgiving

- The song shall be properly sung with harmony.

XVII. Closing Message

- This shall be delivered by the School Head in **not more than 10 minutes**.
- The School Head shall wrap-up the ceremony, inspire parents to continue supporting the education of their children, acknowledge and thank stakeholders' contribution and support.

XVIII. Recessional



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GRADUATION CEREMONY
(Grades 6 and Grade 12)

- I. Processional**
- II. Singing of the Philippine National Anthem**
 - This may be sung in acapella or with accompaniment following the standard measure.
- III. Prayer**
 - The prayer should be reflective and representative of the diversity of the learners of the school.
- IV. Regional Hymn**
 - This may be sung in acapella or with accompaniment.
- V. Sultan Kudarat Hymn**
- VI. Tacurong City Hymn**
- VII. Welcome Address**
 - This shall be delivered by the learner with Performance Award for Grade 6/Grade 12 or Academic Excellence Award selected by the committee in-charge of the ceremony with the approval of the school head.
 - This shall be delivered in **not more than 5 minutes**.
- VIII. Opening Message**
 - This shall be delivered by the School Head/Assistant Principal/Department Head/Teacher in **not more than 5 minutes**.
 - This This part shall focus on the significance of the ceremony, the school's academic performance and achievements and the role of the community in promoting quality basic education as an impact of partnership and shared governance.
- IX. Messages**



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X. Presentation of the Candidates for Graduation

- This shall be done by the School Head.

XI. Confirmation of the Graduates

- This shall be performed by the highest DepEd Official present or his/her duly authorized representative.

XII. Distribution of the Certificates of Graduation

XIII. Awarding of Honors

XIV. Introduction of the Guest Speaker

- The introduction shall focus on the personal and academic background of the guest speaker and to highlight his/her major accomplishments in life.
- This shall be done in **not more than 2 minutes** by a teacher or Master of Ceremony.

XV. Inspirational Message

- This shall be delivered by an invited successful alumna/alumnus/partner/sponsor.
- The message shall be done in **not more than 15 minutes**.

XVI. Singing of a Song of Celebration and Thanksgiving

- The song shall be properly sung with harmony.

XVII. Closing Message

- This shall be delivered by the School Head in **not more than 10 minutes**.
- The School Head shall wrap-up the ceremony, inspire parents to continue supporting the education of their children, acknowledge and thank stakeholders' contribution and support.

XVIII. Recessional



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Enclosure 2 to Division Memorandum SGOD No. 041 s. 2024

SCHEDULE FOR THE MOVING-UP/RECOGNITION/GRADUATION CEREMONIES OF SCHOOLS

SECONDARY

NO.	SCHOOL	GRADE LEVEL	MOVING UP		RECOGNITION		GRADUATION	
			DATE	TIME	DATE	TIME	DATE	TIME
1	APOLINARIO S. BERNARDO MNHS	JHS/SHS	MAY 29, 2024	7:30 AM	MAY 29, 2024	7:30 AM	MAY 29, 2024	3:00 PM
2	RAJAH MUDA NHS	JHS/SHS	MAY 30, 2024	8:00 AM	MAY 30, 2024	8:00 AM	MAY 30, 2024	8:00 AM
3	SAN EMMANUEL NHS	JHS/SHS	MAY 29, 2024	7:30 AM	MAY 24, 2024	8:00 AM	MAY 29, 2024	7:30 AM
4	SAN PABLO NHS	JHS/SHS	MAY 29, 2024	7:30 AM	MAY 27, 2024	8:00 AM	MAY 29, 2024	7:30 AM
5	TACURONG NHS	JHS/SHS	MAY 27, 2024	7:00 AM	MAY 24, 2024	7:00 AM	MAY 31, 2024	7:00 AM
6	UPPER KATUNGAL NHS	JHS/SHS	MAY 29, 2024	7:30 AM	MAY 29, 2024	7:30 AM	MAY 29, 2024	7:30 AM
7	VIRGINIA F. GRINO NHS	JHS/SHS	MAY 29, 2024	7:30 AM	MAY 24, 2024	7:30 AM	MAY 30, 2024	7:30 AM



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ELEMENTARY

NORTH CLUSTER

NO.	SCHOOL	GRADE LEVEL	MOVING UP		RECOGNITION		GRADUATION	
			DATE	TIME	DATE	TIME	DATE	TIME
1	DR. MANUEL GRINO MCS	KINDER/GRADE 1T05/GRADE6	May 29, 2024	7:30 AM	May 29, 2024	7:30 AM	May 29, 2024	1:00 PM
2	BUENAFLORES	KINDER/GRADERS/GR ADE 6	May 29, 2024	7:00 AM	May 29, 2024	7:00 AM	May 29, 2024	1:00 PM
3	MA. A. MONTILLA MES	KINDER/GRADERS/GR ADE 6	May 29, 2024	8:00AM	May 29, 2024	8:00 AM	May 29, 2024	1:00PM
4	NEW LAGAO ES	KINDER/GRADERS/GR ADE 6	May 30, 2024	7:30 AM	May 30, 2024	7:30 AM	May 30, 2024	7:30 AM
5	ABANG-SUIZO ES	KINDER/GRADERS/GR ADE 6	May 29, 2024	7:00 AM	May 29, 2024	9:00 AM	May 29, 2024	1:30 PM
6	SAN ANTONIO ES	KINDER/GRADERS/GR ADE 6	May 29, 2024	7:30 AM	May 29, 2024	7:30 AM	May 29, 2024	7:30 AM



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EAST CLUSTER

NO.	SCHOOL	GRADE LEVEL	MOVING UP		RECOGNITION		GRADUATION	
			DATE	TIME	DATE	TIME	DATE	TIME
1	AMADO FERNANDEZ CES	KINDER/GRADERS/GRA DE 6	May 30, 2024	8:00 AM	May 30, 2024	10:00 AM	31-MAY-24	8:00 AM
2	PEDREGOSA-ACOSTA ES	KINDER/GRADERS/GRA DE 6	May 30, 2024	8:00 AM	May 30, 2024	8:00 AM	May 30, 2024	8:00 AM
3	TINA ES	KINDER/GRADERS/GRA DE 6	May 30, 2024	8:00 AM	May 30, 2024	8:00 AM	May 30, 2024	8:00 AM
4	SAN EMMANUEL ES	KINDER/GRADERS/GRA DE 6	May 29, 2024	7:00 AM	May 29, 2024	8:00 AM	May 30, 2024	7:00 AM
5	CASILDA P. VENUS ES	KINDER/GRADERS/GRA DE 6	May 29, 2024	8:00 AM	May 29, 2024	8:00	May 29, 2024	8:00 AM
6	SAN RAFAEL ES	KINDER/GRADERS/GRA DE 6	May 29, 2024	8:00 AM	May 29, 2024	8:00	May 29, 2024	8:00 AM
7	VICTORINA P. DASMARINAS ES	KINDER/GRADERS/GRA DE 6	May 29, 2024	8:00 AM	May 29, 2024	8:00	May 29, 2024	8:00 AM



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WEST CLUSTER

NO.	SCHOOL	GRADE LEVEL	MOVING UP		RECOGNITION		GRADUATION	
			DATE	TIME	DATE	TIME	DATE	TIME
1	NEW ISABELA CES	KINDER/GRADERS/GR ADE 6/SNED	May 29, 2024	7:30AM	May 29, 2024	7:30AM	May 30, 2024	2:00PM
2	KALANDAGAN ES	KINDERGARTEN/UNDE RGRADS/GRADE6	May 29, 2024	7:00 AM	May 29, 2024	7:00 AM	May 29, 2024	1:00 PM
3	J. HECTOR LACSON ES	KINDER/GRADERS/GR ADE 6	May 30, 2024	7:30 AM	May 31, 2024	7:30 AM	May 31, 2024	1:00 PM
4	MA. Z. BAYYA ES	KINDER/GRADERS/GR ADE 6	May 29, 2024	6:00 AM	May 29, 2024	6:00 AM	May 29, 2024	9:30 AM

CENTRAL CLUSTER

NO.	SCHOOL	GRADE LEVEL	MOVING UP		RECOGNITION		GRADUATION	
			DATE	TIME	DATE	TIME	DATE	TIME
1	TACURONG PILOT ES	KINDER/GRADERS/GR ADE 6	May 28, 2024	10:00AM	May 28, 2024	1:30 PM	May 30, 2024	7:00 A.M.
		SNED	May 28, 2024	10:00AM	May 28, 2024	10:00AM	May 30, 2024	7:00 A.M.



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SOUTH CLUSTER

NO.	SCHOOL	GRADE LEVEL	MOVING UP		RECOGNITION		GRADUATION	
			DATE	TIME	DATE	TIME	DATE	TIME
1	JOSUE-ALCASID CES	KINDER/GRADE RS/GRADE 6	MAY 30, 2024	7:00AM	MAY 30, 2024	7:00AM	MAY 30, 2024	1:00PM
2	UPPER KATUNGAL ES	KINDER/GRADE RS/GRADE 6	MAY 30, 2024	7:00AM	MAY 30, 2024	7:00AM	MAY 31, 2024	7:00AM
3	RAJAH MUDA ES	KINDER/GRADE RS/GRADE 6	MAY 29, 2024	8:00 AM	MAY 29, 2024	8:00 AM	MAY 29, 2024	1:00PM
4	RAJAH MUDA ES (BEAM)	KINDER/GRADE RS/GRADE 6	MAY 29, 2024	8:00 AM	MAY 29, 2024	8:00 AM	MAY 29, 2024	8:00 AM
5	LOURDES PAMAS	KINDERGARTEN /UNDERGRADS /GRADE6	MAY 29, 2024	8:00AM	MAY 29, 2024	8AM	MAY 29, 2024	8:00AM
6	LANCHETA-MAGALLON ES	KINDER/GRADE 1T05/GRADE6	MAY 29, 2024	1:00PM	MAY 29, 2024	1:00 PM	MAY 29, 2024	1:00PM
7	ELISA P. BERNARDO MES	KINDER/GRADE RS/GRADE 6	MAY 30, 2024	7:00 AM	MAY 30, 2024	7:00 AM	MAY 30, 2024	2:00 PM
8	ELISA P. BERNARDO MES (BEAM)	KINDER/GRADE RS/GRADE 6	MAY 30, 2024	8:00 AM	MAY 30, 2024	8:00 AM	MAY 30, 2024	8:00 AM



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Enclosure 3 to Division Memorandum SGOD No. 047, s. 2024

**Assignment of SDO Personnel who shall represent the Schools
Division Superintendent during the EOSY Rites**

SECONDARY

NO.	SECONDARY SCHOOL	GRADUATION DATE	SDO Personnel assigned as Representative
1	ASBNHS	MAY 29, 2024 (PM)	Frank T. Nawal, Jr.
2	UKNHS	MAY 29, 2024 (AM)	Virgie T. Metal
3	SPNHS	MAY 29, 2024 (AM)	Joseph R. Pilotos
4	SENHS	MAY 29, 2024 (AM)	Mary Ann C. Umadhay
5	VFGMNHS	MAY 30, 2024 (AM)	Julius D. Celetaria
6	RMNHS	MAY 30, 2024 (AM)	Rona L. Bred
7	TNHS	MAY 31, 2024 (AM)	Randy E. Porras

ELEMENTARY

NORTH CLUSTER

NO.	SCHOOL	GRADUATION DATE	SDO Personnel assigned as Representative
1	MAMMES	MAY 29, 2024 (PM)	Agnes G. Muyco
2	SAES	MAY 29, 2024 (AM)	Rona N. Tacot
3	ASIS	MAY 29, 2024 (PM)	Randy E. Porras
4	DMGMCS	MAY 29, 2024 (PM)	Julius D. Celetaria
5	NLES	MAY 30, 2024 (AM)	Ivy P. Lamintao
6	BES	MAY 30, 2024 (PM)	Zenaida B. Porras



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EAST CLUSTER

NO.	SCHOOL	GRADUATION DATE	SDO Personnel assigned as Representative
1	CPVES	MAY 29, 2024 (AM)	Frank T. Nawal, Jr.
2	SRES	MAY 29, 2024 (AM)	John G. Bayugos
3	VPDES	MAY 29, 2024 (AM)	Agnes G. Muyco
4	PAES	MAY 30, 2024 (AM)	Ernie Pama
5	SEES	MAY 30, 2024 (AM)	Virgie T. Metal
6	TES	MAY 30, 2024 (AM)	Rona N. Tacot
7	AFSCS	MAY 31, 2024 (AM)	Joseph R. Pilotos

WEST CLUSTER

NO.	SCHOOL	GRADUATION DATE	SDO Personnel assigned as Representative
1	KES	MAY 29, 2024 (PM)	Mohani Paguita
2	MZBES	MAY 29, 2024 (AM)	Mayflor D. Romualdo
3	NICES	MAY 30, 2024 (PM)	Arlene Rosa G. Arquiza
4	JHLES	MAY 31, 2024 (PM)	Glenda P. Orcinado

CENTRAL CLUSTER

NO.	SCHOOL	GRADUATION DATE	SDO Personnel assigned as Representative
1	TPES	MAY 30, 2024 (AM)	Mary Ann C. Umadhay



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SOUTH CLUSTER

NO.	SCHOOL	GRADUATION DATE	SDO Personnel assigned as Representative
1	LPES	MAY 29, 2024 (AM)	Rona L. Bred
2	RMES-MAIN	MAY 29, 2024 (PM)	John G. Bayugos
3	RMES-BEAM	MAY 29, 2024 (AM)	Julius D. Celetaria
4	LMES	MAY 29, 2024 (PM)	Rona L. Bred
5	JACS	MAY 30, 2024 (PM)	Frank T. Nawal, Jr.
6	EPBMES-MAIN	MAY 30, 2024 (PM)	Jonald S. Cadio
7	EPBMES-BEAM	MAY 30, 2024 (AM)	Ernie Pama
8	UKES	MAY 31, 2024 (AM)	Virgie P. Metal



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Enclosure 4 to Division Memorandum SGOD No. 047 s. 2024

**Templates for Presentation/Confirmation of Candidates for
Completion/Graduation**

**PRESENTATION OF CANDIDATES FOR COMPLETION
(KINDERGARTEN)**

Good Morning/Afternoon! Sir/Madam, as the School Head/Principal of _____, I _____ (name of school head/Principal) have the honor to present to you the candidates for completion of School Year 2023-2024, composed of ___ boys and ___ girls with a total of _____. After scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for completion. I therefore certify that these candidates for completion have fully satisfied the requirements prescribed by the Department of Education under the Kindergarten Curriculum. Madam/Sir, they are now ready for your confirmation.

**CONFIRMATION OF COMPLETION
(KINDERGARTEN)**

By virtue of the authority vested in me as the duly authorized representative of _____ (name/position) of the Department of Education, Schools Division Office of Tacurong City, and having been presented and duly certified by the School Head/Principal that you have satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed by the

Department of Education, I now confirm you Kindergarten Completers of _____ (school) for School Year 2023-2024. You are now eligible to receive your certificate of completion. Congratulations!



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**PRESENTATION OF CANDIDATES FOR GRADUATION
(Grade 6)**

Good Morning/Afternoon! Sir/Madam, as the School Head/Principal of _____, I _____ (name of school head/Principal) have the honor to present to you the candidates for graduation of School Year 2023-2024, composed of ___ boys and ___ girls with a total of _____. After scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for graduation. I therefore certify that these candidates for graduation have fully satisfied the requirements prescribed by the Department of Education under the Elementary Curriculum. Madam/Sir, they are now ready for your confirmation.

**CONFIRMATION OF GRADUATION
(Grade 6)**

By virtue of the authority vested in me as the duly authorized representative of _____ (name/position) of the Department of Education, Schools Division Office of Tacurong City, and having been presented and duly certified by the School Head/Principal that you have satisfactorily completed the requirements of the Elementary Curriculum as prescribed by the Department of Education, I now confirm you Elementary Graduates of _____ (school) for School Year 2023-2024. You are now eligible to receive your certificate of graduation. Congratulations!



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PRESENTATION OF CANDIDATES FOR COMPLETION
(Grade 10)

Good Morning/Afternoon! Sir/Madam, as the School Head/Principal of _____, I _____ (name of school head/Principal) have the honor to present to you the candidates for completion of School Year 2023-2024, composed of ___ boys and ___ girls with a total of _____. After scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for completion. I therefore certify that these candidates for completion have fully satisfied the requirements prescribed by the Department of Education under the Junior High School Curriculum. Madam/Sir, they are now ready for your confirmation.

CONFIRMATION OF COMPLETION
(Grade 10)

By virtue of the authority vested in me as the duly authorized representative of _____ (name/position) of the Department of Education, Schools Division Office of Tacurong City, and having been presented and duly certified by the School Head/Principal that you have satisfactorily completed the requirements of the Junior High School Curriculum as prescribed for Secondary Schools of the Department of Education, I now confirm you Junior High School Completers of _____ (school) for School Year 2023-2024. You are now eligible to receive your certificate of completion. Congratulations!



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Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

PRESENTATION OF CANDIDATES FOR GRADUATION
(Grade 12)

Good Morning/Afternoon! Sir/Madam, as the School Head/Principal of _____, I _____ (name of school head/Principal) have the honor to present to you the candidates for graduation of School Year 2023-2024, composed of (specify different strands) ___ boys and ___ girls with a total of _____. After scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for graduation. I therefore certify that these candidates for graduation have fully satisfied the requirements prescribed by the Department of Education under the Senior High School Curriculum. Madam/Sir, they are now ready for your confirmation.

CONFIRMATION OF GRADUATION
(Grade 12)

By virtue of the authority vested in me as the duly authorized representative of _____ (name/position) of the Department of Education, Schools Division Office Office of Tacurong City, and having been presented and duly certified by the School Head/Principal that you have satisfactorily completed the requirements of the Senior High School Curriculum as prescribed for Secondary Schools of the Department of Education, I now confirm you Senior High School Graduates of _____ (school) for School Year 2023-2024. You are now eligible to receive your diploma. Congratulations!



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