



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

April 3, 2025

DIVISION MEMORANDUM

CID-2025- 045

**REITERATION ON THE CONDUCT OF THE K TO 12 BASIC EDUCATION
PROGRAM END-OF-SCHOOL-YEAR RITES 2024-2025**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public and Private Elementary and
Secondary School Heads
All Others Concerned

1. Pursuant to DO 009, s. 2024 titled Implementing Guidelines on the School Calendar and Activities for the School Year 2024- 2025, the school year shall end on **April 15, 2025**. Thus, the **End-Of-the-School-Year Rites shall be any of the dates from April 14-15, 2025**.
2. Guidelines relative to the conduct of End-of-School-Year Rites are articulated in DO No. 027, s. 2025 as reiterated in Regional Memorandum CLMD-2025-078 for reference.
3. The theme of the SY 2024-2025 EOSY rites shall be ***Henerasyon ng Pagkakaisa: Kaagapay sa Bagong Pilipinas (Generation of Unity: Partners for the New Philippines)***. The theme underscores the importance of unity and collective efforts in achieving a stronger and brighter future, emphasizing the crucial role of the current generation in supporting one another and working together toward a new and progressive Philippines.
4. Early conduct of the EOSY rites is allowed only either on April 12 or April 13, 2025. Schools that intend to conduct the activity after April 15, 2025 are required to seek approval from the Regional Director with reasons/justifications for the late conduct of the activity.
5. The following provisions stipulated in DO 009, s. 2023, titled An Order Updating Implementing Guidelines on the Annual Conduct of the K to 12 Basic Education Program End-Of-School-Year Rites, are hereby reiterated:
 - a. Graduation and Moving Up Ceremonies shall 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 venues.
 - b. Non-academic projects articulated in **DO 66, s. 2017, titled Implementing Guidelines on the Conduct of Off-Campus Activities** such as attendance to field trips, film showing, JS Promenade and other



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school events should not be imposed as requirements for graduation or completion.

- c. For public schools, expenses relative to the activity shall be charged against the School's Maintenance and Other Operating Expenses (MOOE), subject to existing guidelines. No DepEd personnel shall be allowed to collect any kind of contribution or fee for the Graduation/Moving-up Ceremonies in accordance with the provision of **DO 19, s. 2008, Implementation of No Collection Policy in All Public Elementary and Secondary Schools.**
 - d. The format of the certificate of completion and diploma shall be in accordance with **Enclosure 1, pages 44-46 of DO 031, s. 2019** titled **The Department of Education Service Marks and Visual Identity Manual.**
 - e. All DepEd Officials (including third-level officials), teaching, and nonteaching personnel are prohibited from engaging in any electioneering or partisan political activity in relation to the forthcoming National and Local Elections pursuant to **DO 048, s. 2018** titled **Prohibition on Electioneering and Partisan Political Activity**", and **DO 047, s. 2022** titled **Promotion of Professionalism in the Implementation and Delivery of Basic Education Programs and Services** and its **amendments through DO 049, s. 2022.**
6. All learners including transferees, who have met the standards, criteria, and guidelines set in **DO 36, s. 2016** titled **Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program** shall be recognized.
7. 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 holding their EOSY Rites during the time of the day when temperatures are at their highest.
8. The following protocols in the conduct of the EOSY rites shall be observed:
- a. No posting of streamers/tarps welcoming the presence/attendance of DepEd officials.
 - b. No giving of leis to DepEd guests/officials
 - c. Guest/School Officials shall be allocated seats on the left/right side fronting the stage.
9. For a smooth flow of the EOSY rites, refer to the following enclosures for guidance and reference:

Enclosure 1: Parts/sequence of the program for Moving Up/Graduation Ceremony



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- Enclosure 2: Templates for Presentation/Confirmation of Candidates for Completion/Graduation
Enclosure 3: Number of School Days
Enclosure 4: Assignment of Division Office Personnel during the End-of-School-Year Rites 2024-2025
Enclosure 5: Schools Recommended for the Regional Personnel during EOSY Rites for School Year 2024-2025

10. Immediate dissemination and compliance with this memorandum are desired.

GILDO G. MOSQUEDA, CEO VI
Schools Divisions Superintendent

Enclosure: As stated

Reference: DepEd Order No. 009, s. 2024

DepEd Order No. 027, s. 2025

Regional Memorandum-2025-078

Allotment: None

To be indicated in the Perpetual Index under the following subjects:

GRADUATION PROGRAMS
KINDERGARTEN EDUCATION
ELEMENTARY EDUCATION
JUNIOR HIGH SCHOOL EDUCATION
SENIOR HIGH SCHOOL EDUCATION

ARGA/CID/ REITERATION ON THE CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM END-OF-SCHOOL-YEAR RITES 2024-2025/APRIL 3, 2025



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Enclosure No. 1 to Division Memorandum CID-2025- 045

GRADUATION CEREMONY
(Grade 6 and Grade 12)

I. Processional

II. Singing of the Philippine National Anthem

- This may be sung in a cappella or with accompaniment following the standard measure.

III. Prayer

- The prayer should be reflective and represent the diversity of learners.

IV. Hymns (These may be sung in a cappella or with accompaniment following the standard measures)

- Regional Hymn
- Sultan Kudarat Hymn
- Tacurong Hymn
- CSDT Hymn

V. Welcome Address

- This shall be delivered by the learner with Performance or Academic Award in Grade 6 and Grade 12 with Highest or High Honors selected by the committee with the approval of the School Head.
- This shall be delivered in not more than 5 minutes.

VI. Opening Message

- This shall be delivered by the School Head/ Asst. School Head in not more than 5 minutes. Message shall focus on the significance of the ceremony, school's academic performance and achievements, roles of the stakeholders in promoting quality learning outcomes.

VII. Messages

- DepEd Secretary
- Regional Director
- Schools Division Superintendent

VIII. Presentation of the Candidates for Graduation

- This shall be done by the School Head





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IX. Confirmation of the Graduates

- This shall be done by the Highest DepEd Official present or his/her duly representative.
- If there is no DepEd Official present during the ceremony, the confirmation of Candidates for Graduation shall be done by the School Head, while the presentation of Candidates for Graduation shall be done by the Asst. School Head, or teacher with the highest designation or position.

X. Distribution of Certificates/Diplomas

- This shall be done by the Schools Division Superintendent or his/her representative to be assisted by the School Principal, Asst. Principal and the Teacher Adviser.

XI. Awarding of Honors

- This shall be alphabetically called following this sequence: Highest Honors, High Honors, With Honors.

XII. Appreciation Message

- This shall be delivered by a graduate with Academic Excellence Award selected by the committee in-charge of the ceremony with the approval of the school head.
- The message shall be delivered not more than 5 minutes.
- This part may highlight stories of success and triumphant experiences of the learners, their families, school and the communities.

XIII. Introduction of the Guest Speaker

- The Learner with Highest Honors or High Honors shall introduce the Guest Speaker for not more than 3 minutes.

XIV. Keynote Message

- This shall be delivered by an Alumnus/Alumna who can give inspiration/motivation to the graduates with his/her success/achievements in life. The message shall not be more than 15 minutes.

XV. Pledge of Loyalty

- This shall be led by a graduate with academic Excellence Award or With Honors with the approval of the School Head and Graduation Committee Members.

XVI. Graduation Song





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XVII. Closing Message

- This shall be delivered by the School Head for not more than 10 minutes. Message shall focus on congratulating the graduates and parents, acknowledgement of the stakeholders and making announcement on the upcoming school activities.

XVIII. Recessional





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MOVING -UP CEREMONY
(Kindergarten and Grade 10)

I. Processional

II. Singing of the Philippine National Anthem

- This may be sung in a cappella or with accompaniment following the standard measure.

III. Prayer

- The prayer should be reflective and represent the diversity of learners.

VI. Hymns

- (These may be sung in a cappella or with accompaniment following the standard measures)
 - Regional Hymn
 - Sultan Kudarat Hymn
 - Tacurong Hymn
 - CSDT Hymn

V. Welcome address

- This shall be delivered by the learner with Performance or Academic Award in Kindergarten and Grade 10 with Highest or High Honors selected by the committee with the approval of the School Head. This shall be delivered in not more than 5 minutes.

VI. Opening Message

- This shall be delivered by the School Head/ Asst. School Head in not more than 5 minutes. Message shall focus on the significance of the ceremony, school's academic performance and achievements, roles of the stakeholders in promoting quality learning outcomes.

VI. Messages

- DepEd Secretary
- Regional Director
- Schools Division Superintendent

VII. Presentation of the Candidates for Graduation

- This shall be done by the School Head.





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VIII. Confirmation of the Graduates

- This shall be done by the Highest DepEd Official present or his/her duly representative. If there is no DepEd Official present during the ceremony, the confirmation of Candidates for Graduation shall be done by the School Head, while presentation of Candidates for Graduation shall be done by the Asst. School Head, or teacher with the highest designation or position.

IX. Distribution of Certificates/Diplomas

- This shall be done by the Schools Division Superintendent or his/her representative to be assisted by the School Principal, Asst. Principal and the Teacher Adviser.

X. Awarding of Honors

- This shall be alphabetically called following this sequence: Highest Honors, High Honors, With Honors.

XI. Introduction of the Guest Speaker

- The Learner with Highest Honors or High Honors shall introduce the Guest Speaker for not more than 3 minutes.

XII. Keynote Message

- This shall be delivered by an Alumnus/Alumna who can give inspiration/motivation to the graduates with his/her success/achievements in life. The message shall not be more than 15 minutes.

XIII. Pledge of Loyalty

- This shall be led by a graduate with academic Excellence Award or With Honors with the approval of the School Head and Graduation Committee Members.

XIV. Graduation Song

XV. Closing Message

- This shall be delivered by the School Head for not more than 10 minutes. Message shall focus on congratulating the graduates and parents, acknowledgement of the stakeholders and making announcement on the upcoming school activities.

XVI. Recessional





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Enclosure No. 2 to Division Memorandum CID-2025- 045

ELEMENTARY SCHOOLS

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 Kindergarten for School Year 2024-2025, composed of _____ boys and _____ girls with a total number of _____. After scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for Kindergarten. 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, SOCCSKSARGEN Region/Schools Division 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 _____ (Name of School) for School Year 2024-2025. 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 for School Year 2024-2025, composed of _____ boys and _____ girls with a total number 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, SOCCSKSARGEN Region/Schools Division of Tacurong, 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 _____ (Name of School) for School Year 2024-2025. You are now eligible to receive your certificate of graduation. Congratulations.





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SECONDARY SCHOOLS

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 2024-2025, composed of _____ boys and _____ girls with a total number 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, SOCCSKSARGEN Region/Schools Division of Tacurong, 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 by the Department of Education, I now confirm you, Junior High School Completers of _____ (Name of School) for School Year 2024-2025. You are now eligible to receive your certificate of completion. Congratulations.





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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 for School Year 2024-2025, composed of (specify different strands) _____ boys and _____ girls with a total number 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, SOCCSKSARGEN Region/Schools Division 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 by the Department of Education, I now confirm you, Senior High School Graduates of _____ (Name of School) for School Year 2024-2025. You are now eligible to receive your certificate of graduation. Congratulations.





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Enclosure No. 3 to Division Memorandum CID-2025- 045

ACTUAL NUMBER OF SCHOOL DAYS FOR SCHOOL YEAR 2024-2025

Months	Number of School Days as per DO 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities)	National and Local Holidays	Number of Actual School Days
July	3		3
August	20	21- Ninoy Aquino Day 26- National Heroes Day	20
September	21	16- Muslim Holiday (Maulid-Un-Nabi) 18-Cityhood Anniversary (Talakudong Festival-Local Holiday)	19
October	23		23
November	20	1-All Saints Day (Special Non-working Holiday) 30-Bonifacio Day (Regular Holiday) 22-Kalimudan Festival (Local Holiday)	19
December	15	19-Shariff Kabunsuan Day	14
January	21	1-New Year's Day 29-Chinese New Year	20
February	19	25-People Power Anniversary (Declared as Special Working Holiday)	19
March	21	31-EO # 60, s. 2025 from the Office of the Prov. (Local Holiday)	20
April	10	1-Eidul Fitar 9-Araw ng Kagitingan	10
Total	173 Days		167 Days



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Enclosure No. 4 to Division Memorandum CID-2025- 045

ASSIGNMENT OF DIVISION OFFICE PERSONNEL DURING THE END-OF-SCHOOL-YEAR RITES FOR SCHOOL YEAR 2024-2025

NO.	SCHOOL	ACTIVITY	DATE/TIME	ASSIGNED DIVISION PERSONNEL
1.	Amado Fernandez Sr. Central School	Moving Up	April 14, 2025/8:00am/AFSCS Gym	Rona N. Tacot
		Graduation	April 15, 2025/8:00am/AFSCS Gym	Arlene Rosa G. Arquiza
2.	Pedregosa-Acosta Elementary School	Moving Up	April 11, 2025/7:00am/PAES Gym	Leonora R. Po
		Graduation	April 11, 2025/1:00pm/PAES Gym	Sheryll A. Moradas
3.	Tina Elementary School	Moving Up	April 14, 2025/7:00am/TES Gym	Agnes G. Muyco
		Graduation	April 14, 2025/9:30am/TES Gym	Agnes G. Muyco
4.	San Emmanuel Elementary School	Moving Up	April 14, 2025/7:00am/Brgy. San Emmanuel Gym	Liza P. De Luna
		Graduation	April 15, 2025/7:00am/Brgy. San Emmanuel Gym	Agnes G. Muyco
5.	Casilda P. Venus Elementary School	Moving Up	April 14, 2025/8:00am/CPVES Gym	Jonald S. Cadiao
		Graduation	April 14, 2025/8:00am/CPVES Gym	Jonald S. Cadiao
6.	San Rafael Elementary School	Moving Up	April 14, 2025/7:30am/SRES Gym	Ma. Dianne Joy R. Dela Fuente
		Graduation	April 14, 2025/7:30am/SRES Gym	Ma. Dianne Joy R. Dela Fuente
7.	Victorina P. Dasmariñas Elementary School	Moving Up	April 14, 2025/7:00am/D' Ledesma Gym	Ernie P. Pama
		Graduation	April 14, 2025/7:00am/D' Ledesma Gym	Ernie P. Pama



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NO.	SCHOOL	ACTIVITY	DATE/TIME	ASSIGNED DIVISION PERSONNEL
8.	New Isabela Central Elementary School	Moving Up	April 11, 2025/8:00am/Tacurong City Gym	Rona N. Tacot
		Graduation	April 11, 2025/1:00pm/Tacurong City Gym	Mary Ann C.Umadhay
9.	Kalandagan Elementary School	Moving Up	April 14, 2025/8:00am/Kalandagan Elem. School Gym	Mohani A. Paguita
		Graduation	April 14, 2025/1:00pm/Kalandagan Elem. School Gym	Mayflor D. Romualdo
10.	J. Hector Lacson Elementary School	Moving Up	April 14, 2025/7:30am/School Gym	Leonora R. Po
		Graduation	April 14, 2025/1:00pm/School Gym	Randy E. Porras
11.	Maria Bayya Elementary School	Moving Up	April 14, 2025/6:00am/School Gym	Jonel G. Solomon
		Graduation	April 14, 2025/9:30am/School Gym	Jonel G. Solomon
12.	Maria A. Montilla Memorial Elementary School	Moving Up	April 14, 2025/8:00am/School Gym	Frank T. Nawal, Jr.
		Graduation	April 14, 2025/1:00pm/School Gym	Frank T. Nawal, Jr.
13.	Dr. Manuel J. Griño Memorial Central School	Moving Up	April 14, 2025/7:30am/DMGMCS Gym	Julius D. Celetaria
		Graduation	April 14, 2025/1:00pm/DMGMCS Gym	Julius D. Celetaria
14.	Buenaflor Elementary School	Moving Up	April 14, 2025/7:30am/BES Gym	Bernard F. Antolo
		Graduation	April 14, 2025/7:30am/BES Gym	Bernard F. Antolo
15.	New Lagao Elementary School	Moving Up	April 14, 2025/7:30am/New Lagao ES Gym	Glenda P. Orcinado
		Graduation	April 14, 2025/7:30am/New Lagao ES Gym	Glenda P. Orcinado
16.	Abang-Suizo Integrated School	Moving Up-Kinder	April 14, 2025/7:30am/School Gym	Jennifer Claire Tayag
		Moving Up-Grade 10	April 15, 2025/8:00am/School Gym	Glenda P. Orcinado
		Graduation	April 14, 2025/1:30pm/School Gym	Rona N. Tacot



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NO.	SCHOOL	ACTIVITY	DATE/TIME	ASSIGNED DIVISION PERSONNEL
17.	San Antonio Elementary School	Moving Up	April 14, 2025/7:30am/San Antonio ES Gym	Junaflor R. Sucaldito
		Graduation	April 14, 2025/7:30am/San Antonio ES Gym	Junaflor R. Sucaldito
18.	Josue Alcasid Central Elementary School	Moving Up	April 14, 2025/7:30am/JACS Gym	Vivien O. Lima
		Graduation	April 14, 2025/1:00pm/JACS Gym	Vivien O. Lima
19.	Jose V. Lagon Sr. Elementary School	Moving Up	April 14, 2025/7:00am/Brgy. Upper Katungal Gym	Janice P. Suboc
		Graduation	April 14, 2025/1:00pm/Brgy. Upper Katungal Gym	Janice P. Suboc
20.	Rajah Muda Elementary School-Main	Moving Up	April 14, 2025/1:00pm/Brgy. Rajah Muda Gym	Rona L. Bred
		Graduation	April 14, 2025/1:00pm/Brgy. Rajah Muda Gym	Rona L. Bred
21.	Rajah Muda Elementary School-Beam	Moving Up	April 14, 2025/7:30am/RMES-Beam Gym	Rona L. Bred
		Graduation	April 14, 2025/7:30am/RMES-Beam Gym	Rona L. Bred
22.	Lancheta Magallon Elementary School	Moving Up	April 15, 2025/1:00pm/LMES Gym	Bernard F. Antolo
		Graduation	April 15, 2025/1:00pm/LMES Gym	Bernard F. Antolo
23.	Elisa P. Bernardo Memorial Elem. School-Main	Moving Up	April 14, 2025/7:30am/EPBMES Gym	Sheryll A. Moradas
		Graduation	April 14, 2025/1:00pm/EPBMES Gym	Joseph R. Pilotos
24.	Elisa P. Bernardo Memorial Elementary School-Beam	Moving Up	April 14, 2025/8:00am/EPBMES-Beam Gym	John G. Bayugos
		Graduation	April 14, 2025/8:00am/EPBMES-Beam Gym	John G. Bayugos
25.		Moving Up	April 14, 2025/8:00am/LPES Gym	Joseph R. Pilotos



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NO.	SCHOOL	ACTIVITY	DATE/TIME	ASSIGNED DIVISION PERSONNEL
	Lourdes Pama Elementary School	Graduation	April 14, 2025/8:00am/LPES Gym	Joseph R. Pilotos
26.	Tacurong Pilot Elementary School	Moving Up	April 14, 2025/3:00pm/Tacurong City Gym	Mary Ann C. Umadhay
		Graduation	April 15, 2025/1:00pm/Tacurong City Gym	Arlene Rosa G. Arquiza
27.	Apolinario S. Bernardo National High School	Completion	April 15, 2025/7:30am/Brgy. Baras Gym	Julius D. Celetaria
		Graduation	April 15, 2025/1:00pm/Brgy. Baras Gym	Julius D. Celetaria
28.	Rajah Muda National High School	Completion	April 14, 2025/8:00am/RMNHS Gym	Ivy P. Lamintao
		Graduation	April 14, 2025/8:00am/RMNHS Gym	Ivy P. Lamintao
29.	San Emmanuel National High School	Completion	April 13, 2025/7:30am/Tacurong City Gym	Bernard F. Antolo
		Graduation	April 13, 2025/7:30am/Tacurong City Gym	Bernard F. Antolo
30.	Tacurong National High School	Completion	April 12, 2025/7:00am/Tacurong City Gym	Randy E. Porras
		Graduation	April 14, 2025/7:30am/Tacurong City Gym	Arlene Rosa G. Arquiza
31.	Virginia F. Griño Memorial National High School	Completion	April 14, 2025/7:00am/VFGNHS Gym	Mary Ann C. Umadhay
		Graduation	April 15, 2025/7:00am/VFGNHS Gym	Joseph R. Pilotos
32.	Upper Katungal National High School	Completion	April 15, 2025/8:00am/UKNHS Gym	Ma. Dianne Joy R. Dela Fuente
		Graduation	April 15, 2025/8:00am/UKNHS Gym	Ma. Dianne Joy R. Dela Fuente
33.	San Pablo National High School	Completion	April 14, 2025/8:00am/Brgy. San Pablo Gym	Zenaida B. Porras
		Graduation	April 14, 2025/8:00am/Brgy. San Pablo Gym	Zenaida B. Porras



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Enclosure No. 5 to Division Memorandum CID-2025- 045

SCHOOLS RECOMMENDED FOR THE REGIONAL PERSONNEL DURING THE END-OF-SCHOOL-YEAR RITES FOR SCHOOL YEAR 2024-2025

NO.	SCHOOL	ACTIVITY	DATE/TIME/VENUE	ASSIGNED DIVISION PERSONNEL
1.	VF Griño Memorial National High School	SHS Graduation	April 14, 2025/7:00am/VFGMNHS Gym	Grace Patrice M. Mondragon EPS-QAD
2.	Ma. Montilla Memorial Elementary School	Grade 6 Graduation	April 14, 2025/1:00pm/School Gym	Louella L. Jabido EPS-QAD
3.	Abang-Suizo Integrated School	Grade 6 Graduation	April 14, 2025/1:30pm/School Gym	Cynthia G. Diaz EPS-CLMD

Note: The Schools concerned shall extend the necessary assistance to the RO Personnel and ensure their safety and security during the activity and during their travel.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
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Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

21 Mar 2025

REGIONAL MEMORANDUM
CLMD-2025-078

GUIDELINES FOR THE 2025 END OF SCHOOL YEAR RITES

To: Schools Division Superintendents

1. With reference to DepEd Order (DO) No. 009, s. 2024 titled Implementing Guidelines on the School Calendar and Activities for SY 2024-2025, SY 2024-2025 shall end on April 15, 2025. Thus, **the End of School Year (EOSY) Rites shall be any of the dates from April 14-15, 2025.**
2. The theme of the SY 2024-2025 EOSY rites shall be ***“Henerasyon ng Pagkakaisa: Kaagapay sa Bagong Pilipinas (Generation of Unity: Partners for the New Philippines.)*** The theme underscores the importance of unity and collective efforts in achieving a stronger and brighter future, emphasizing the crucial role of the current generation in supporting one another and working together toward a new and progressive Philippines.
3. This office allows earlier conduct of the EOSY rites only either on April 12 or April 13, 2025. Schools that intend to conduct their rites after April 15, 2025 are required to seek approval of the regional director with reasons or justifications for the late conduct of the activity.
4. The Department of Education reiterates the following policies:
 - 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 venues.
 - b. Non-academic projects articulated in **DO No. 66, s. 2017, entitled *Implementing Guidelines on the Conduct of Off-Campus Activities*** such as attendance to field trips, film showing, JS Promenade and other school events should not be imposed as requirements for graduation or completion.
 - c. For public schools, expenses relative to the activity shall be charged against the school's Maintenance and Other Operating Expenses (MOOE), subject to existing guidelines. No DepEd personnel shall be allowed to collect any kind of contribution or fee for the Graduation/Moving-up Ceremony.
 - d. The format of the certificate of completion and diploma must be in accordance with **Enclosure 1, pages 44 to 46 of DO No. 31, s. 2019, entitled *The Department of Education Service Marks and Visual Identity Manual*.**
 - e. Guidelines on awarding of honors to learners from Grade I to 12 as stipulated in **DO No. 36, s. 2016, entitled *Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program*** shall be followed; and



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f. **DO No. 48, s, 2018 titled Prohibition of Electioneering and Political Partisan Activity** is enforced.

5. DepEd SOCCSKSARGEN also sets the following protocols in the conduct of the EOSY rites:

- a. No posting of streamers/tarps welcoming the presence/attendance of DepEd Officials
- b. No giving of leis to DepEd guests/officials
- c. Guest/school officials shall be allocated seats on the left/right side fronting the stage.

6. For a smooth flow of the EOSY rites, refer to the following enclosures for guidance and reference:

Enclosure 1: Parts/sequence of the program for Moving Up/Graduation Ceremony

Enclosure 2: Templates for Presentation/Confirmation of Candidates for Completion/Graduation

Enclosure 3: Assignment of RO personnel who shall represent the Regional Director in the EOSY rites.

7. For the information and guidance of all concerned.

Digitally signed by
Rocafort Carlito Dalisay
Adobe Acrobat Reader
version:
2023.006.20380

CARLITO D. ROCAFORT
Director IV

Enclosures: As stated

References: DO No. 66, s. 2017; DO No. 31, s. 2019; DO No. 36, s. 2016
DO No. 48, s. 2018

Allotment: None

To be indicated in the Perpetual Index
under the following subjects:

CEREMONY
GRADUATION

SCHOOL

LBM/CLMD/RM- GUIDELINES FOR THE 2025 END OF SCHOOL YEAR RITES
081/March 21, 2025



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Enclosure 1 to Regional Memorandum CLMD-2025-078: Parts/Sequence of the Program

MOVING UP CEREMONY
(Kindergarten and Grade10)

Parts of Program

- 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. Other hymns sung in local ceremonies supported by local/executive order**
- VI. 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**.
- VII. 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.
- VIII. Messages**
 - DepEd Secretary
 - Regional Director
 - Schools Division Superintendent

Note: Only one (1) of the three (3) messages shall be read/delivered. The duly authorized representative of the RD/SDS shall read his message.
- IX. Presentation of the Candidates for Completion**
 - This shall be done by the School Head.



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X. Confirmation of the Completers

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

Note: If there is no DepEd official from SDO, RO and CO during the ceremony, the Confirmation of Completers shall be done by the school head, while the Presentation of Candidates for Completion shall be done by the teacher with the highest designation/position.

XI. Distribution of the Certificates of Completion

The school shall devise a scheme to maximize the utilization of time in the distribution of certificates especially for schools with large number of completers

XII. Awarding of Honors

- The announcement of honors shall be in alphabetical order following this sequence – Highest Honors, High Honors, With Honors

XIII. 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.

XIV. 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**.

XV. Singing of a Song of Celebration and Thanksgiving

- The song shall be properly sung with harmony by the completers

XVI. 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.

XVII. Recessional

Note: Only the completers, DepEd personnel and officials, guests, and colors/flag bearers (when available) shall be joining the processional and recessional.



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GRADUATION CEREMONY
(Grades 6 and Grade 12)

Parts of Program

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. Other hymns sung in local ceremonies supported by local/executive order

VI. 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**.

VII. 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.

VIII. Messages

- DepEd Secretary
- Regional Director
- Schools Division Superintendent

Note: Only one (1) of the three (3) messages shall be read/delivered. The duly authorized representative of the RD/SDS shall read his message.



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IX. Presentation of the Candidates for Graduation

- This shall be done by the School Head

X. Confirmation of the Graduates

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

Note: If there is no DepEd official from SDO, RO and CO during the ceremony, the Confirmation of Graduates shall be done by the school head, while the Presentation of Candidates for Graduation shall be done by the teacher with the highest designation/position

XI. Distribution of Certificates/Diplomas

The school shall devise a scheme to maximize the utilization of time in the distribution of diplomas especially for schools with large number of graduates.

XII. Awarding of Honors

- The announcement of honors shall be in alphabetical order following this sequence – Highest Honors, High Honors, With Honors.

XIII. Appreciation Message

- This shall be delivered by a graduate with Academic Excellence Award selected by the committee in-charge of the ceremony with the approval of the school head.
- The message shall be delivered in **not more than 5 minutes**.
- This part may highlight stories of success and triumphant experiences of the learners, their families, school, and the communities.

XIV. Introduction of the Keynote Speaker

- The introduction shall focus on the personal and academic background of the 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. Keynote Message

- This shall be delivered by an **invited Alumnus/Alumna** who can provide inspiration to the graduates with his/her success and achievements in life after his/her stint with the school.
- The message shall be delivered in **not more than 15 minutes**.



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XVI. Pledge of Loyalty

- This shall be led by a graduate with Academic Excellence Award selected by the committee in-charge of the ceremony with the approval of the school head.

XVII. Graduation Song

- This part shall be a musical celebration reflective of the success of the entire class in learning. The song shall be of their choice and shall be properly sung to reflect the quality of education and experiences of the learners.

XVIII. 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, and make announcements on upcoming school-related activities.

XIX. Recessional

Note:

- Only the graduates, DepEd personnel and officials, guests, and colors/flag bearers (when available) shall be joining the processional and recessional.



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Enclosure 2 to Regional Memorandum CLMD-2025-078

➤ **ELEMENTARY SCHOOLS**

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 2024-2025, 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, SOCCSKSARGEN Region/Schools Division of _____, 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 2024-2025. 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 2024-2025, 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, SOCCSKSARGEN Region/Schools Division of _____, 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 2024-2025. You are now eligible to receive your certificate of graduation. Congratulations!



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➤ **SECONDARY SCHOOLS**

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 2024-2025, 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, SOCCSKSARGEN Region/Schools Division of _____, 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 2024-2025. You are now eligible to receive your certificate of completion. Congratulations!



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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 2024-2025, 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, SOCCSKSARGEN Region/Schools Division of _____, 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 2024-2025. You are now eligible to receive your diploma. Congratulations!



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Enclosure 3 to Regional Memorandum CLMD-2025-078

**ASSIGNMENT OF REGIONAL OFFICE PERSONNEL WHO SHALL REPRESENT
THE REGIONAL DIRECTOR IN MOVING-UP AND GRADUATION CEREMONIES**

SDO ASSIGNMENT	NAME	DESIGNATION
COTABATO PROVINCE	AGNEY C. TARUC	EPS-FTAD
	NORMAN S. VALEROSO	EPS- QAD
	LEONARDO B. MISSION	EPS-CLMD
	CRISANTO M. BULADO	EPS-CLMD
GEN. SANTOS CITY	DAVE C. PRODIGO	EPS-HRDD
	NATHANIEL F. BANGOC	EPS-QAD
	JOSEPH RUSSEL M. FARNAZO	OIC-CAO
SOUTH COTABATO	MICHAEL A. POBLADOR	CES-QAD
	ARTURO D. TINGSON, Jr.	EPS-CLMD
	EMILY F. ENOLPE	OIC-CES
KORONADAL CITY	SHIENNA LYN L. ANTENOR	EPS-CLMD
	LUZ LALLI L. FERRER	CES-CLMD
	MA. LOURDES A. SANCHEZ	CES-FD
SARANGANI	GLENN A. BISNAR	CES-PPRD
	MA. ISABEL ROSIOS CUNANAN	EPS-CLMD
	MELINDA A. RIVERA	CES-FTAD
KIDAPAWAN CITY	RAFFY HERRERA	EPS-PPRD
	JADE T. PALOMAR	EPS-CLMD
	JAY-AR S. LIPURA	EPS-CLMD
TACURONG CITY	GRACE PATRICE M. MONDRAGON	EPS-QAD
	LOUELLA L. JABIDO	EPS-QAD
	CYNTHIA G. DIAZ	CES-CLMD
SULTAN KUDARAT	ROGER V. SUERTE	EPS-HRDD
	MAGDALENO C. DUHILAG, JR.	CES-ESSD
	REGAN B. DAGADAS	EPS-CLMD

Note:

The Schools Division Office is enjoined to determine the schools whose Moving-up and Graduation Ceremonies shall be attended by the RO personnel and provide them the necessary assistance during their travel to schools and always ensure their safety and security.