



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2026-005

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads, Private Secondary Schools offering SHS Program
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **SUBMISSION OF APPLICATIONS FOR THE ISSUANCE OF SPECIAL ORDERS (SO) FOR GRADUATION FOR SY 2025-2026**

DATE: January 12, 2026

1. In reference to Memorandum QAD-2026-003 titled *Reiteration of the Submission of Applications for the Issuance of Special Orders (SO) for Graduation* dated January 8, 2026, this Office, through the School Governance and Operations Division – School Management, Monitoring and Evaluation Section, reiterates the guidelines on the submission of applications for the issuance of Special Orders (SO) for graduation of private schools offering Senior High School (SHS) Program.
2. All private secondary schools offering SHS are directed to submit their application for Special Orders from January 15, 2026 until March 5, 2026, in compliance with the requirements that applications be filed at least sixty (60) calendar days before the end of the academic year.
3. Applications shall be accompanied by the duly accomplished Processing Sheet together with all the required documents in one (1) hard copy in legal-sized green folder through the Records Section. Scanned copies of the documentary requirements shall also be uploaded in the Google Drive link to be provided by the SMM&E Personnel.



Address: T. Roque St., Malusak, Boac, Marinduque
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Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

4. Attached as enclosure is **RO-QAD-F-043** Processing Sheet on the Application for Issuance of Special Order.
5. For queries and clarification, please contact Mrs. Maita M. Lazares, Chief Education Supervisor – SGOD, and/or Dr. Fretzie P. Alcantara, Senior Education Program Specialist – SMM&E / Mr. Rey R. Raymundo, Education Program Specialist II – SMM&E through smme.depedmarinduque@gmail.com
6. Immediate dissemination of and compliance with this Memorandum are desired.

/SGOD-SMM&E-FA/ Submission of Application for Special Order for Graduation, January 12, 2026



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**PROCESSING SHEET ON THE APPLICATION FOR ISSUANCE
 OF SPECIAL ORDER FOR GRADUATION**

(Deadline of submission: At least fifteen (15) calendar days on or before the end of the current academic year)

Name of School		
School Address		
School Email Address		School ID:
Contact Person 1 (School Administrator)		Designation:
Email Address:		Contact No. :
Contact Person 2 (Registrar)		Designation:
Email Address:		Contact No. :

PARTICULARS	QUALITY DESCRIPTION	REMARKS	
		DO	RO
1. Processing Sheet	<input type="checkbox"/> Duly accomplished and signed by the Division In-charge of private schools and SMME-SEPS/EPS II, SGOD Chief and ASDS		
2. Endorsement	<input type="checkbox"/> Duly signed by the SDS or an appointed OIC <input type="checkbox"/> Dated seven (7) working days prior to submission to RO <input type="checkbox"/> Indicated the intention to request the Application for Issuance of Special Order (SO) for Graduation for a particular school, school year, and the number of graduates applying for Special Order (SO)		
3. Letter of Intent	<input type="checkbox"/> Addressed to the Regional Director thru Schools Division Superintendent <input type="checkbox"/> Signified the intention to request the Issuance of SO for Graduation for a particular school and year <input type="checkbox"/> Indicated the Total Number of Graduates per track/strand <input type="checkbox"/> Signed by the School Administrator <input type="checkbox"/> Dated at least fifteen (15) calendar days before the end of the current academic year		
4. SEC Registration Certificate	<input type="checkbox"/> Copy of SEC Registration Certificate		
5. SHS Provisional Permit	<input type="checkbox"/> Copy of the issued SHS Provisional Permit for all current offerings		
6. SF 10 (Learner's Permanent Record)	<input type="checkbox"/> Included learners' grades at least up to 1 st semester of Grade 12 <input type="checkbox"/> Certified True Copy of the SF 10 of the last school attended		



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	<input type="checkbox"/> Certified True Copy of SF 10 of the former school, if the learner is a transferee. <input type="checkbox"/> Certification from the School Administrator if the learner is taking summer classes at another school or a cross-enrollee of another school		
7. Certification on the conduct of School-based Checking of Forms	<input type="checkbox"/> Must indicate that the learners' data are accurate based on their birth certificate, permanent records, and pertinent documents <input type="checkbox"/> Certified by the School Administrator or the SDO Chairperson of the Committee on Checking of the School Forms		
8. List of Candidates for Graduation	<input type="checkbox"/> Master List of Grade 12 Graduating Students (Alphabetical Order, mixed boys and girls) <input type="checkbox"/> Followed the format: Last name, First name, Middle initial (Dela Cruz, Juan Pedro Carlos A.) in one column only in an excel file <input type="checkbox"/> Duly signed by the School Registrar and School Administrator		

Evaluated by:

Signature Over Printed Name
SMME-SEPS

Noted by:

Signature Over Printed Name
Chief, SGOD

Recommended by:

Signature Over Printed Name
Assistant Schools Division Superintendent

Reviewed and validated by:

Education Program Supervisor In-Charge
Quality Assurance Division

Checked and verified by:

Chief Education Supervisor
Quality Assurance Division