



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

March 19, 2026

DIVISION MEMORANDUM

No. 030, s. 2026

CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM END-OF-SCHOOL-YEAR (EOSY) RITES FOR THE SCHOOL YEAR 2025-2026

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads, Public Elementary, Secondary, and Integrated Schools
ALS Community Learning Centers
All Others Concerned

1. Pursuant to **DepEd Memorandum No. 015, s. 2026** titled “**Conduct of the K to 12 Basic Education Program End-of-School-Year Rites for the School Year 2025-2026**” and **Regional Memorandum ORD-2026-027** titled “**Conduct of the K to 12 Basic Education Program End-of-School-Year Rites for the School Year 2025-2026,**” The EOSY Rites for the Kindergarten, Grade 6, Grade 10, Grade 12, and Alternative Learning System (ALS) learners who satisfactorily meet the curriculum requirements at the end of the school year (SY) 2025-2026 will be **from March 30-31, 2026** with the theme “**Filipino Graduates: Prepared to Lead with Competence and Character** (*Pilipinong Nagsipagtapos: Handang Mamuno nang May Kakayahan at Mabuting Pagkatao*).”

2. In this regard, this Office reiterates strict adherence to **DepEd Order No. 009, s. 2023 (An Order Updating the Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-of-School-Year Rites)**. The following provisions are hereby reiterated:

- a. Graduation and Moving-Up Ceremonies shall be simple but meaningful without excessive spending, extravagant attire, or extra ordinary venues.
- b. Non-academic projects stipulated in **DepEd Order No. 66, s. 2017** titled **Implementing Guidelines on the Conduct of Off-Campus Activities** such as field trips, film showings, Junior-Senior Promenade, and other school events, shall not be imposed as graduation or completion requirements. Submission of irrelevant items such as cleaning materials, plants, decors, and personal items are prohibited.
- c. For public schools, expenses relative to the activity shall be charged to the schools’ Maintenance and Other Operating Expenses (MOOE) subject to existing guidelines. **No DepEd personnel shall be allowed to collect any kind of contributions or additional fees from parents and guardians**



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

for the Graduation and Moving-Up Ceremonies in accordance with the provisions of **DepEd Order No. 19, s. 2008** otherwise known as **Implementation of No Collection Policy in All Public Elementary and Secondary Schools**. In order for schools to limit expenses for the EOSY Rites, school heads are strongly advised on the following:

- All expenses must strictly adhere to the allowable budget under Maintenance and Other Operating Expenses (MOOE).
 - Exercise extreme prudence in food arrangements. Avoid extravagant catering and keep food selection simple and economical.
 - Leis and corsages are limited to non-DepEd guests and Guest Speakers.
 - No leis, corsages, or tokens shall be provided to DepEd officials unless they are the invited Commencement Speaker.
 - Provision of tokens is limited to the invited Guest Speaker and must remain simple.
 - Ribbons shall be provided only to parents, graduates, completers, and honor students.
 - For stage design, the use of live plants (preferably those available in the school) and reusable adornments is highly encouraged.
 - Contracted photographers are not allowed. At least two school personnel or volunteers shall serve as official photographers.
 - Graduation or class pictures may be taken using school-owned cameras or capable mobile phones to avoid extra costs. Digital copies should be emailed or stored virtually for graduates.
 - Yearbook printing must not be compulsory. Only electronic copies shall be provided; if printing is requested by the school, the cost must be charged to the MOOE. No contributions shall be collected from students for this purpose.
 - Individual sponsorships for food or other aspects of the rites must be formally documented through **Adopt-a-School Program (ASP)** processes and forms.
 - If faculty members opt not to wear the official uniform, the decision must be agreed upon during a Faculty Club Meeting. This must be supported by Minutes of the Meeting signed by all teachers. The Faculty Club President shall then submit a formal request to the School Head, ensuring the alternative attire complies with **CSC Guidelines on Dress Code**.
 - Cluster schools are encouraged to arrange the use of the same venue on the same day in different time slots to ensure cost-effectiveness.
- d. The Format of the certificate of completion and diploma shall be in accordance with Enclosure 1 pages 44 to 46 of **DepEd Order No. 031, s. 2019 (The Department of Education Service Marks and Visual Identity Manual)**. **No additional and unauthorized signatories shall be included in the aforementioned certificates.**
- e. Only the **Schools Division Superintendent or her representative, assisted by the school head, shall distribute the certificates and diplomas.** Guest and commencement speakers shall take part in the distribution of awards.
- f. The School Awards Committee shall deliberate on awards and recognitions at least five calendar days before the EOSY Rites to determine the learners eligible for recognition and awards.



- g. Public schools are strictly prohibited from requiring learners to accomplish EOSY financial clearances, in compliance with DepEd Order No. 19, s. 2008.
- h. The last class day of the SY shall be clearly indicated on all relevant school forms requiring such entry. This includes, but is not limited to, academic reports and other official documents. Additionally, this date shall be communicated to learners, parents or legal guardians, and school personnel in a timely manner to ensure clarity and seamless coordination.
3. All learners, including transferees, who have met the standards, criteria, and guidance set in **DepEd Order No. 36, s. 2016** titled **“Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program”** shall be recognized.
4. To ensure the safety and protection of learners, teachers, and attendees, schools are advised to conduct their EOSY Rites in indoor venues with proper ventilation or in covered courts to avoid exposure to extreme heat. Schools shall avoid scheduling their EOSY Rites during the hottest hours of the day, when temperatures are at their peak.
5. Curriculum Implementation Division Personnel In-Charge of Districts is directed to monitor the conduct of the EOSY Rites using the monitoring tool to be consolidated and submitted to the School Management, Monitoring and Evaluation Section. This Memorandum serves as the Travel Order for this activity.
6. The following Enclosures are attached for your guidance and references:
- a. Enclosure No. 1 – DepEd Memorandum No. 015, s. 2026
 - b. Enclosure No. 2 – Regional Memorandum ORD-2026-027
 - c. Enclosure No. 3 – Sample Front Page of Invitation
 - d. Enclosure No. 4 – List of DepEd Officials
 - e. Enclosure No. 5 – Sample Program for Kindergarten Moving-Up Ceremony
 - f. Enclosure No. 6 – Sample Program for Completion/Graduation Ceremony
 - g. Enclosure No. 7 – Sample Template for Kindergarten Certificate
 - h. Enclosure No. 8 – Sample Template for Grade 6 Elementary Certificate
 - i. Enclosure No. 9 – Sample Template for Grade 10 Certificate of Completion
 - j. Enclosure No. 10 – Sample Template for Grade 12 Diploma
 - k. Enclosure No. 11 – Terms of Reference for Signatories
7. Private Schools, Technical Vocational Institutions (TVIs), and State Universities and Colleges (SUCs) offering basic education or any grade levels thereof, may opt to adopt the provisions of this Memorandum as the basis in the conduct of their moving-up and graduation ceremonies.
8. EOSY Rites for SY 2025-2026 materials may be accessed through this link: <https://tinyurl.com/2026-EOSY-Materials> for your reference.
9. For further inquiries or clarification regarding the issuance, you may coordinate with Dr. Melanie M. Mendoza, Senior Education Program Specialist for Social Mobilization and Networking through this mobile number 09394058418.

10. Immediate dissemination of and strict compliance with this Memorandum are desired.


LYNN G. MENDOZA, EdD
OIC Schools Division Superintendent

Encl: As stated

References:

DepEd Order (Nos. 012, s. 2025; 009, s. 2023;
049 and 047, s. 2022; 031, s. 2019;
48, s. 2018; 66, s. 2017; 036, s. 2016; 19, s. 2008)
DepEd Memorandum (Nos. 015, s. 2026; 027, s. 2025)
Regional Memorandum ORD-2026-027

To be included in the Division Perpetual Index
under the following subjects:

ALTERNATIVE LEARNING SYSTEM
GRADUATION
KINDERGARTEN EDUCATION
SCHOOLS

BASIC EDUCATION
JUNIOR HIGH SCHOOL
LEARNERS
SENIOR HIGH SCHOOL

SGOD – P&R – BRL/ CONDUCT OF K TO 12 BEP EOSY RITES FOR SY 2025-2026/MARCH 19,2026



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>



Republic of the Philippines
Department of Education

MAR 04 2026

DepEd MEMORANDUM
No. **015**, s. 2026

**CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM
END-OF-SCHOOL-YEAR RITES FOR THE SCHOOL YEAR 2025-2026**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
ALS Community Learning Centers
Attached Agencies
All Others Concerned

1. The Department of Education (DepEd) announces the conduct of the End-of-School-Year (EOSY) Rites for Kindergarten, Grade 6, Grade 10, and Grade 12 learners in public schools, as well as Alternative Learning System (ALS) learners who satisfactorily meet the curriculum requirements at the end of the school year (SY) 2025-2026.

2. Pursuant to DepEd Order (DO) No. 012, s. 2025, titled Multi-Year Implementing Guidelines on the School Calendar and Activities, the SY 2025-2026 shall end on **March 31, 2026**. Thus, the EOSY Rites shall be conducted on either **March 30 or 31, 2026**.

3. The theme of the SY 2025-2026 EOSY Rites shall be **Filipino Graduates: Prepared to Lead with Competence and Character** (*Filipinong Nagpapagtapos: Handang Magsama nang May Kakayahan at Mabuting Pagkatao*).

This theme highlights the Department's commitment to holistic education that goes beyond academic achievement, ensuring that learners are equipped with the essential knowledge, values, and skills needed to navigate higher education, employment, entrepreneurship, and middle-level skills development. It affirms DepEd's dedication to nation-building by shaping graduates who are not only academically prepared but also committed to serving the Filipino people. It underscores that, alongside competence, Filipino graduates are nurtured to become morally upright, compassionate, and service-oriented individuals who can lead with integrity and contribute positively to their communities and the nation.

4. The following provisions stipulated in DO 009, s. 2023, titled An Order Updating the Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program EOSY Rites, are reiterated:

- a. Graduation and Moving-Up Ceremonies shall be simple yet meaningful. While these rites mark a milestone in learners' lives, they shall 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 at field trips, film showings, Junior-Senior Promenade, and other school events, shall not be imposed as graduation or completion requirements.
 - c. For public schools, expenses relative to the activity shall be charged to the school's Maintenance and Other Operating Expenses (MOOE), subject to existing guidelines. **No individual shall be allowed to collect any kind of contribution or fee from learners and teachers for the graduation or moving-up ceremonies.** in accordance with the provisions of DO 19, s. 2008, titled Implementation of the 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 No. 1, pages 44–46, of DO 031, s. 2019, titled The Department of Education Service Marks and Visual Identity Manual.
5. The following provisions stipulated in DO 012, s. 2025, are likewise reiterated:
- a. The School Awards Committee shall deliberate on awards and recognitions at least five calendar days before the EOSY Rites to determine the learners eligible for recognition and awards.
 - b. Public schools are strictly prohibited from requiring learners to accomplish EOSY financial clearances, in compliance with DO 19, s. 2008.
 - c. The last class day of the SY shall be clearly indicated on all relevant school forms requiring such entry. This includes, but is not limited to, academic reports and other official school documents. Additionally, this date shall be communicated to learners, parents or legal guardians, and school personnel in a timely manner to ensure clarity and seamless coordination.
6. All learners, including transferees, who have met the standards, criteria, and guidelines set forth 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 conduct their EOSY Rites in indoor venues with proper ventilation or in covered courts to avoid exposure to extreme heat. Schools shall avoid scheduling their EOSY Rites during the hottest hours of the day, when temperatures are at their peak.

8. For further inquiries or clarification, please contact the **Bureau of Learning Delivery**, 4th Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at bid.od@deped.gov.ph or at telephone numbers (02) 8637-4346 or 8537-4347.

9. Immediate dissemination of this Memorandum is desired.




SONNY ANGARA
Secretary

References:

DepEd Order (No. 012, s. 2025; 031, s. 2019; 66, s. 2017; 36, s. 2016; 19, s. 2008)

DepEd Memorandum No. 027, s. 2025

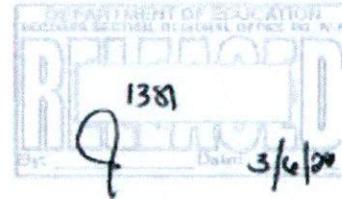
To be indicated in the Perpetual Index
under the following subjects:

ALTERNATIVE LEARNING SYSTEM
BASIC EDUCATION
GRADUATION
JUNIOR HIGH SCHOOL
KINDERGARTEN EDUCATION
LEARNERS
SCHOOLS
SENIOR HIGH SCHOOL

FORM, SIZE, STYLE, AND COLOUR OF THE SIGNATURE SHALL BE THE SAME AS IN THE ORIGINAL DOCUMENT. - Memorandum No. 027, 2025



Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

MEMORANDUM
ORD-2026-027

TO : **SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS**

FROM : **NICOLAS T. CAPULONG R.D., CESO III**
DIRECTOR IV
REGIONAL DIRECTOR

SUBJECT : **CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM
END-OF-SCHOOL YEAR RITES FOR THE SCHOOL YEAR
2025-2026**

DATE : **March 5, 2026**

In accordance with DepEd Memorandum No. 15, s.2026 or the "Conduct of the K to 12 Basic Education Program End-of-School-Year Rites for the School Year 2025-2026," this year's theme is **"Filipino Graduates: Prepared to Lead with Competence and Character."**

End-of-School-Year (EOSY) Rites shall be conducted on March 30 or 31, 2026 for Kindergarten, Grade 6, Grade 10 and Grade 12 learners in all public schools, as well as for Alternative Learning System (ALS) learners who satisfactorily met the curriculum requirements at the end of SY 2025-2026.

It is emphasized that in compliance with DepEd Order 19, s.2008, **"No individual shall be allowed to collect any kind of contribution or fee from learners and teachers for the graduation or moving up ceremonies,"** and that **"Public Schools are strictly prohibited from requiring learners to accomplish EOSY financial clearances."**

Other significant provisions regarding conduct of EOSY are found in the above cited DepEd Memorandum, herein attached.

In addition, the following agreements were made during the recent Regional Management Committee Meeting in Marinduque last February 24, 2026:

- ✓ Expenses must fit the allowable budget from the Maintenance and Other Operating Expenses (MOOE).
- ✓ No extravagant catering for food arrangements. Exercise prudence for the event.
- ✓ Leis and corsages are limited to non-DepEd guests and Guest Speakers.



Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

- ✓ Only parents and graduates/completers/honor students shall be provided with ribbons.
- ✓ Only the invited guest speaker must be given simple token.
- ✓ No contracted photographers shall be allowed. Have at least two (2) school personnel or volunteers who will serve as official photographers.
- ✓ No contributions will be collected for the yearbook; only an electronic copy will be provided, and if printing is requested, the cost shall be charged to the MOOE.
- ✓ Individual sponsorship of food or other aspects of the rites shall be documented through ASP processes and forms.
- ✓ If all teachers opt not to wear uniform, it must be discussed and agreed on in a Faculty Club Meeting and indicated in the Minutes of Meeting and signed by all teachers in the school. Then, the Faculty Club President shall write a letter to the school head requesting the wearing of other attire (which must be in accordance to CSC Guidelines on Dress Code) with attached minutes of meeting of the Faculty Club.

Schools Division Offices (SDOs) are instructed to use all official channels of communications which include but not limited to issuance of Division and School Memoranda, meetings, posting in Facebook pages of the SDO and schools to ensure that all school heads, teachers, non-teaching personnel, parents and completers/graduates have full understanding of the specific directives in preparing and holding the OESY rites.

In the event of any issues or complaints concerning the conduct of EOSY rites, the School Heads shall be responsible for providing clarification and appropriate explanations.

Further, any infringement to this set of policy guidelines shall constitute grounds for administrative liability.

For information, guidance and strict compliance of all concerned.



ORD-PAU/STL

SAMPLE FRONT PAGE OF INVITATION

Name of School

(No.) Commencement Exercise

Theme:

“Pilipinong Nagsipagtapos: Handang Mamuno nang May Kakayahan at Mabuting Pagkatao”
(Filipino Graduates: Prepared to Lead with Competence and Character)

Date and Time _____

Place: _____

This serves as an invitation

LIST OF DEPED OFFICIALS

SEC. JUAN EDGARDO M. ANGARA	Secretary of the Department of Education
DR. RONNIE S. MALLARI, CESO III	Director IV Regional Director Department of Education MIMAROPA Region
DR. CHERRY LOU D. REPIA	Director III Assistant Regional Director Department of Education MIMAROPA Region
DR. LYNN G. MENDOZA	OIC, Schools Division Superintendent
DR. MABEL F. MUSA, CESO VI	Assistant Schools Division Superintendent
MRS. MAITA M. LAZARES	Chief Education Supervisor School Governance and Operations Division
MR. JOHN M. CHAVEZ	Chief Education Supervisor Curriculum Implementation Division
_____	Education Program Supervisor (Parent Supervisor)
_____	Public Schools District Supervisor
_____	SGOD Official In-Charge of District

Teaching Staff and Faculty Members

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SAMPLE PROGRAM FOR KINDERGARTEN MOVING-UP CEREMONY

I	Philippine National Anthem	
II	Prayer/Doxology	
III	Opening Remarks	Kindergarten Teacher
IV	Presentation of Movers	Kindergarten Teacher/s
V	Attestation	School Head
VI	Confirmation and Message	Dr. Lynn G. Mendoza <i>OIC, Schools Division Superintendent or her representative</i>
VII	Distribution of Certificates	DepEd Officials
VIII	Words of Gratitude	Movers' Representative
IX	Moving-Up Song	

Note:

- *If the DepEd Regional Official/s shall attend the moving-up ceremony, they shall confirm the movers."*
- *The distribution of certificates to movers shall be done by the Highest DepEd Official/ Schools Division Superintendent or her representative, assisted by the school head .*
- *Words of Gratitude shall be simple and shall be composed of 3 to 5 sentences which focus on thanking all those involved in the teaching and learning in general and telling something about what they learned during the school year.*

SAMPLE PROGRAM FOR COMPLETION/GRADUATION CEREMONY

I	Processional	
II	Philippine National Anthem	
II	Prayer/Doxology	
III	Welcome Message	Student with 2 nd Highest GSA
IV	Presentation of Candidates for Graduation	Class Adviser
V	Attestation	School Head
VI	Confirmation and Message	Dr. Lynn G. Mendoza OIC, Schools Division Superintendent or her representative
VII	Distribution of Certificates	DepEd Officials
VIII	Introduction of the Guest Speaker	
IX	Message of the Guest Speaker	
X	Awarding of Plaque of Recognition to the Guest Speaker	
XI	Recognition and Conferment of Awards	
XII	Message of Thanks and Gratitude	Student with Highest GSA
XIII	Pledge of Loyalty	Student with 3 rd Highest GSA
XIV	Messages	Dr. Ronnie S. Mallari, CESO III Director IV Regional Director Sec. Juan Edgardo M. Angara Secretary of the Department of Education
XV	Closing Remarks	School Head
XVI	Graduation Song (Optional)	Graduates

Note:

- *If the DepEd Regional Official/s shall attend the completion/graduation ceremony, they shall confirm the completers/graduates.*
- *The distribution of certificates to movers shall be done by the Highest DepEd Official/ Schools Division Superintendent or her representative, assisted by the school head .*
- *Words of Gratitude shall be simple and shall be composed of 5 to 10 sentences which focus on thanking all those involved in the teaching and learning in general and telling something about what they learned during the school year.*



Enclosure No. 7 to Division Memorandum No. 030, s. 2026

SAMPLE TEMPLATE FOR KINDERGARTEN CERTIFICATE

	<p>Republika ng Pilipinas <i>Republic of the Philippines</i> Kagawaran ng Edukasyon <i>Department of Education</i></p> <p>REHIYON MIMAROPA <i>MIMAROPA REGION</i> SANGAY NG MARINDUQUE <i>SCHOOLS DIVISION OF MARINDUQUE</i> PUROK NG HILAGANG BOAC <i>DISTRICT OF BOAC NORTH</i></p>	
<p>DON LUIS HIDALGO MEMORIAL SCHOOL</p>		
<p>Pinatutunayan nito na si <i>This certifies that</i></p>		
<p>JUANA L. SAN JUAN Learner Reference Number (LRN): 109870170032</p>		
<p>ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Kindergarten na itinakda <i>has satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed</i> ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong <i>by the Department of Education and is therefore awarded this</i></p>		
<p>KATUNAYAN CERTIFICATE</p>		
<p>Nilagdaan sa Boac, Marinduque, Pilipinas nitong ika-__ ng Marso 2026. <i>Signed in Boac, Marinduque, Philippines on the ___ day of March 2026.</i></p>		
<p>XXXXXXXXXXXXX Punongguro Principal</p>		<p>LYNN G. MENDOZA, EdD Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent</p>

030

Enclosure No. 8 to Division Memorandum No. _____, s. 2026

SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education



REHIYON MIMAROPA
MIMAROPA REGION
SANGAY NG MARINDUQUE
SCHOOLS DIVISION OF MARINDUQUE
PUROK NG HILAGANG BOAC
DISTRICT OF BOAC NORTH

DON LUIS HIDALGO MEMORIAL SCHOOL

Pinatutunayan nito na si
This certifies that

JUANA N. SAN JUAN

Learner Reference Number (LRN): 109870170032

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda
has satisfactorily completed the requirements of the Elementary Curriculum as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Boac, Marinduque, Pilipinas nitong ika- ___ ng Marso 2026
Signed in Boac, Marinduque, Philippines on the ___ day of March 2026.

XXXXXXXXXXXXX
Punongguro
Principal

LYNN G. MENDOZA, EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

Enclosure No. 9 to Division Memorandum No. 030, s. 2026

SAMPLE TEMPLATE FOR GRADE 10 JUNIOR HIGH SCHOOL CERTIFICATE



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education



REHIYON MIMAROPA
MIMAROPA REGION
SANGAY NG MARINDUQUE
SCHOOLS DIVISION OF MARINDUQUE

DOLORES NATIONAL HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUANA P. DELA CRUZ

Learner Reference Number (LRN): 30153314001

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Junior High School na itinakda para sa
has satisfactorily completed the requirements of the Junior High School Curriculum prescribed for
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
Secondary Schools of the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Santa Cruz, Marinduque, Pilipinas nitong ika-___ ng Marso 2026.
Signed in Santa Cruz, Marinduque, Philippines on the ___ day of March 2026.

XXXXXXXXXXXXX
Punongguro
Principal

LYNN G. MENDOZA, EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

Enclosure No. 10 to Division Memorandum No. 030, s. 2026

SAMPLE TEMPLATE FOR GRADE 12 SHS DIPLOMA



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education



REHIYON MIMAROPA
MIMAROPA REGION
SANGAY NG MARINDUQUE
SCHOOLS DIVISION OF MARINDUQUE

DOLORES NATIONAL HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUANA P. DELA CRUZ

Learner Reference Number (LRN): 30153314001

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School
has satisfactorily completed the requirements for graduation in Senior High School

ACADEMIC TRACK
GENERAL ACADEMIC STRAND

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
prescribed for Secondary Schools of the Department of Education and is therefore awarded this

KATIBAYAN
DIPLOMA

Nilagdaan sa Santa Cruz, Marinduque, Pilipinas nitong ika-___ ng Marso 2026.
Signed in Santa Cruz, Marinduque, Philippines on the ___ day of March 2026.

XXXXXXXXXXXXX
Punongguro
Principal

LYNN G. MENDOZA, EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Edukasyon
Department of Education



REHIYON MIMAROPA
MIMAROPA REGION
SANGAY NG MARINDUQUE
SCHOOLS DIVISION OF MARINDUQUE

DOLORES NATIONAL HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUANA P. DELA CRUZ

Learner Reference Number (LRN): 30153314001

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School
has satisfactorily completed the requirements for graduation in Senior High School

TECHNICAL VOCATIONAL LIVELIHOOD TRACK
ICT - COMPUTER SYSTEM SERVICING (NC II) STRAND

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
prescribed for Secondary Schools of the Department of Education and is therefore awarded this

KATIBAYAN
DIPLOMA

Nilagdaan sa Santa Cruz, Marinduque, Pilipinas nitong ika-___ ng Marso 2026.
Signed in Santa Cruz, Marinduque, Philippines on the ___ day of March 2026.

XXXXXXXXXXXX

Punongguro
Principal

LYNN G. MENDOZA, EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

TERMS OF REFERENCE FOR SIGNATORIES

Position/Designation	English	Tagalog
Headed by an OIC w/o S.O.	Principal (Monitoring)	Punongguro
Headed by a TIC w/o S.O.	Public Schools District Supervisor	Tagamasid Pampurok
Headed by a TIC w/ S.O.	Teacher In-Charge	Katiwalang Guro
Headed by a Principal	Principal	Punongguro
Headed by the Head Teacher	Head Teacher	Ulong Guro