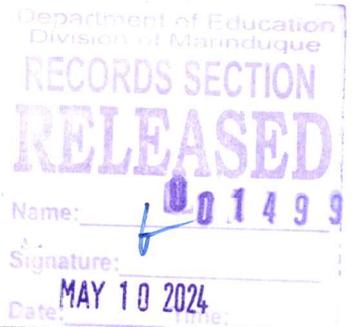




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

To : Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

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

Subject: **CONDUCT OF THE K TO 12 BASIC EDUCATION END-OF-SCHOOL-YEAR (EOSY) RITES FOR THE SCHOOL YEAR 2023-2024**

Date : May 10, 2024

1. Pursuant to **DepEd Order No. 23, s. 2024** re: **Conduct of the K to 12 Basic Education Program End of School Year 2023-2024**, the Kindergarten, Grade 6, Grade 10, and Grade 12 will be on **May 29, 30 and 31, 2024**, with the theme **"Kabataang Pilipino Para sa Matatag na Kinabukasan ng Bagong Pilipinas" (Filipino Youth: Building a Stronger Future for a New Philippines)**.
2. In this regard, this Office reiterates strict adherence to DepEd Order No. 009, s. 2023, Updated Implementing Guidelines on the Annual Conduct of the K to 12 Basic Education Program End-of-School-Year Rites specifically during Graduation Exercises. The following policies are hereby reiterated:
  - a. Discouraging excessive spending, extravagant attire, or extraordinary venue for the conduct of Graduation and Moving Up Ceremonies;
  - b. DepEd Order No. 31, s. 2019, titled The Department of Education Service Marks and Visual Identify Manual (Enclosure 1, pages 44-46);
  - c. DepEd Order No. 48, s. 2018, titled Prohibition of Electioneering and Partisan Political Activity;
  - d. Prohibiting any DepEd personnel to collect any graduation/moving up/closing ceremony fees or any kind of contribution as stipulated in DepEd Order No. 6, s. 2018;

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- e. DepEd Order No. 66, s. 2017, titled Implementing Guidelines on the Conduct of Off-Campus Activities; and
  - f. DepEd Order No.36, s. 2016 titled Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.
3. Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD) Personnel In-Charge of Districts are directed to monitor the conduct of the End-of-School Year 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.
  4. The following Enclosures are attached for your guidance and references:
    - a. Enclosure No. 1 - DepEd Order No. 023, s. 2024
    - b. Enclosure No. 2 - Total Number of School Days for the SY 2023-2024 (Memorandum DM-CT-2023-152)
    - 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
  5. 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/ graduation ceremonies.
  6. Additional information can be found in the attached copy of the Memorandum.
  7. All Division Memoranda, and other related issuances, rules, regulations and provisions which are inconsistent with these are hereby repealed, rescinded, or modified accordingly.
  8. Immediate dissemination of and strict compliance of the contents of this Memorandum are desired.

/SGOD-PRS-BRL

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Republic of the Philippines  
**Department of Education**

MAY 02 2024

DepEd MEMORANDUM  
 No. **023**, s. 2024

**CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM END-OF-SCHOOL-YEAR RITES FOR THE SCHOOL YEAR 2023-2024**

To: Undersecretaries  
 Assistant Secretaries  
 Minister, Basic, Higher and Technical Education, BARMM  
 Bureau and Service Directors  
 Regional Directors  
 Schools Division Superintendents  
 Public and Private Elementary and Secondary School Heads  
 ALS Community Learning Centers  
 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 and Alternative Learning System (ALS) learners who satisfactorily meet the curriculum requirements at the end of SY 2023-2024.
2. The theme of the SY 2023-2024 EOSY rites shall be ***Kabataang Pilipino Para sa Matatag na Kinabukasan ng Bagong Pilipinas***. This theme highlights the pivotal role of education in shaping Filipino youth as the vanguards in building a stronger and progressive nation.
3. With reference to DepEd Order (DO) No. 003, s. 2024, Amendments to DepEd Order (DO) No. 022, s. 2023 (Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024), the EOSY rites shall be any of the dates from **May 29 to 31, 2024**.
4. The following provisions stipulated in DO 009, s. 2023, Updated 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 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 at field trips, film showings, the 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 DepEd personnel shall be allowed to collect any kind of contribution or fee for the Graduation/Moving-Up Ceremony.**

5. 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 their EOSY Rites during the time of the day when temperatures are at their highest.
6. 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 [bld.od@deped.gov.ph](mailto:bld.od@deped.gov.ph) or at telephone numbers (02) 8637-4346 and (02) 8537-4347.
7. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



  
**GINA O. GONONG**  
Undersecretary

References:

DepEd Order (Nos. 003, s. 2024; 022, s. 2023; 009, s. 2023 and 66, s. 2017)  
DepEd Memorandum No. 043, s. 2022

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

**Total Number of School Days for the School Year 2023-2024**  
(Based on DepEd Order No. 22, s. 2023)

<b>Month</b>	<b>No. of School Days</b>
August	3
September	21
October	22
November	19
December	10
January	21
February	21
March	19
April	19
May	22
<b>Total</b>	<b>177</b>

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**Sample Front Page of Invitation**

Name of School

(No.) Commencement Exercise

THEME: Kabataang Pilipino Para sa Matatag na Kinabukasan ng Bagong Pilipinas  
(Filipino Youth: Building a Stronger Future for a New Philippines)

Date and Time \_\_\_\_\_  
Place: \_\_\_\_\_

\_\_\_\_\_  
This serves as an invitation

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**List of DepEd Officials**

HON. SARA Z. DUTERTE	Vice President of the Republic of the Philippines Secretary of the Department of Education
DR. NICOLAS T. CAPULONG, CESO III	Regional Director IV Department of Education MIMAROPA Region
DR. CHERRY LOU D. REPIA	Assistant Regional Director Department of Education MIMAROPA Region
DR. LYNN G. MENDOZA	Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent
DR. MABEL F. MUSA	Assistant Schools Division Superintendent
MRS. MA. CECILIA S. MANAY	Chief Education Supervisor School Governance and Operations Division
MR. JOHN M. CHAVEZ	Chief Education Supervisor Curriculum Implementation Division
MRS. MAY BERNADETH O. DELA ROSA	Administrative Officer V
_____	Public Schools District Supervisor
_____	Education Program Supervisor (Parent Supervisor)
_____	SGOD Personnel (In-Charge of District)

Teaching Staff and Faculty Members

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

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### Sample Program for Kindergarten Moving Up Ceremony

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

**Note:**

*Words of Gratitude should 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.*

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### Sample Program for Completion/Graduation Ceremony

- |      |   |   |
|------|---|---|
| I    | Processional  |   |
| II   | Philippine National Anthem                                |   |
| II   | Prayer/Doxology   |   |
| III  | Welcome Message .....                                     | Student with 2 <sup>nd</sup> Highest GSA  |
| IV   | Presentation of Candidates for Graduation                 | Class Adviser   |
| V    | Attestation .....   | School Head   |
| VI   | Confirmation and Message .....                            | Dr. Lynn G. Mendoza<br><i>OIC, Schools Division Superintendent<br/>or her representative</i>  |
| VII  | Distribution of Certificates                              |   |
| VIII | Introduction of the Guest Speaker .....                   |   |
| IX   | Message of the Guest Speaker .....                        |   |
| X    | Awarding of Plaque of Recognition to the<br>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 <sup>rd</sup> Highest GSA  |
| XIV  | Messages .....  | Dr. Nicolas T. Capulong, CESO III<br><i>Regional Director IV</i><br><br>Hon. Sara Z. Duterte<br><i>Vice President of the Republic of the Philippines<br/>Secretary of the Department of Education</i> |
| XV   | Closing Remarks .....                                     | School Head   |
| XVI  | Graduation Song (Optional) .....                          | Graduates   |

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**Sample Program for Completion/Graduation Ceremony**

I	Processional	
II	Philippine National Anthem	
II	Prayer/Doxology	
III	Welcome Message .....	Student with 2 <sup>nd</sup> Highest GSA
IV	Presentation of Candidates for Graduation	Class Adviser
V	Attestation .....	School Head
VI	Confirmation and Message .....	Regional Representative
VII	Distribution of Certificates	
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 <sup>rd</sup> Highest GSA
XIV	Messages .....	Dr. Nicolas T. Capulong, CESO III <i>Regional Director IV</i>  Hon. Sara Z. Duterte <i>Vice President of the Republic of the Philippines</i> <i>Secretary of the Department of Education</i>
XV	Closing Remarks .....	School Head
XVI	Graduation Song (Optional) .....	Graduates

**Note:**

*In case the completion/graduation ceremony will be attended by any DepEd Regional Personnel*

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Sample Template for Kindergarten Certificate

	<p>Republika ng Pilipinas <i>Republic of the Philippines</i> <b>Kagawaran ng Edukasyon</b> <i>Department of Education</i></p> <p>REHIYON MIMAROPA MIMAROPA REGION SANGAY NG MARINDUQUE SCHOOLS DIVISION OF MARINDUQUE PUROK NG HILAGANG BOAC DISTRICT OF BOAC NORTH</p> <p><b>DON LUIS HIDALGO MEMORIAL SCHOOL</b></p> <p>Pinatutunayan nito na si <i>This certifies that</i></p> <p><b>JUANA L. SAN JUAN</b> 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><b>KATUNAYAN</b> CERTIFICATE</p> <p>Nilagdaan sa Boac, Marinduque, Pilipinas nitong ika - __ ng Mayo 2024. <i>Signed in Boac, Marinduque, Philippines on the ____ day of May 2024.</i></p> <p>XXXXXXXXXXXXX Punongguro Principal</p> <p><b>LYNN G. MENDOZA, EdD</b> Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent</p>	
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Sample Template for Elementary Certificate

	<p>Republika ng Pilipinas <i>Republic of the Philippines</i> Kagawaran ng Edukasyon <i>Department of Education</i></p> <p>REHIYON MIMAROPA MIMAROPA REGION SANGAY NG MARINDUQUE SCHOOLS DIVISION OF MARINDUQUE PUROK NG HILAGANG BOAC DISTRICT OF BOAC NORTH</p>	
<p><b>DON LUIS HIDALGO MEMORIAL SCHOOL</b></p> <p>Pinatutunayan nito na si <i>This certifies that</i></p> <p><b>JUANA N. SAN JUAN</b> Learner Reference Number (LRN): 109870170032</p> <p>ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda <i>has satisfactorily completed the requirements of the Elementary 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><b>KATUNAYAN</b> <b>CERTIFICATE</b></p> <p>Nilagdaan sa Boac, Marinduque, Pilipinas nitong ika - ___ ng Mayo 2024. <i>Signed in Boac, Marinduque, Philippines on the ___ day of May 2024.</i></p>		
<p>XXXXXXXXXXXXXXXXX Funongguro Principal</p>	<p><b>LYNN G. MENDOZA, EdD</b> Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent</p>	

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Sample Template for Junior High School Certificate

	<p>Republika ng Pilipinas <i>Republic of the Philippines</i> Kagawaran ng Edukasyon <i>Department of Education</i></p> <p>REHIYON MIMAROPA MIMAROPA REGION SANGAY NG MARINDUQUE SCHOOLS DIVISION OF MARINDUQUE</p>	
<p><b>DOLORES NATIONAL HIGH SCHOOL</b></p> <p>Pinatutunayan nito na si <i>This certifies that</i></p> <p><b>JUANA P. DELA CRUZ</b> Learner Reference Number (LRN): 30153314001</p> <p>ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Junior High School na itinakda para sa <i>has satisfactorily completed the requirements of the Junior High School Curriculum prescribed for</i> Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong <i>Secondary Schools of the Department of Education and is therefore awarded this</i></p> <p><b>KATUNAYAN</b> <b>CERTIFICATE</b></p> <p>Nilagdaan sa Santa Cruz, Marinduque, Pilipinas nitong ika -__ ng Mayo 2024. <i>Signed in Santa Cruz, Marinduque, Philippines on the __ day of May 2024.</i></p>		
<p>XXXXXXXXXXXXX Punongguro Principal</p>		<p><b>LYNN G. MENDOZA, EdD</b> Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent</p>

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Sample Template for SHS Diploma

	<p>Republika ng Pilipinas <i>Republic of the Philippines</i> Kagawaran ng Edukasyon <i>Department of Education</i></p> <p>REHIYON MIMAROPA MIMAROPA REGION SANGAY NG MARINDUQUE SCHOOLS DIVISION OF MARINDUQUE</p> <p><b>DOLORES NATIONAL HIGH SCHOOL</b></p> <p>Pinatutunayan nito na si <i>This certifies that</i></p> <p><b>JUANA P. DELA CRUZ</b> Learner Reference Number (LRN): 30153314001</p> <p>ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School <i>has satisfactorily completed the requirements for graduation in Senior High School</i></p> <p><b>ACADEMIC TRACK</b> <b>GENERAL ACADEMIC STRAND</b></p> <p>na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong <i>prescribed for Secondary Schools of the Department of Education and is therefore awarded this</i></p> <p><b>KATIBAYAN</b> <b>DIPLOMA</b></p> <p>Nilagdaan sa Santa Cruz, Marinduque, Pilipinas nitong ika ___ ng Mayo 2024. <i>Signed in Santa Cruz, Marinduque, Philippines on the ___ day of May 2024.</i></p> <p>XXXXXXXXXXXXXXXX Punongguro Principal</p> <p><b>LYNN G. MENDOZA, EdD</b> Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent</p>	
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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 Mayo 2024.  
*Signed in Santa Cruz, Marinduque, Philippines on the \_\_\_ day of May 2024.*

XXXXXXXXXXXXXXXXX  
Punongguro  
Principal

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

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### Terms of Reference for Signatories

	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

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