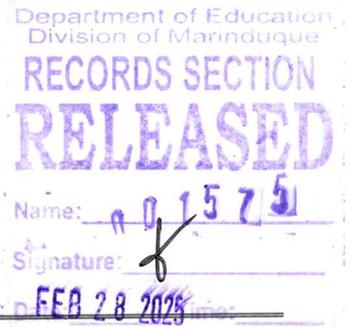




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2025-010

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Private School Administrators
All Others Concerned

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

SUBJECT: **SUBMISSION OF REQUIREMENTS FOR THE ISSUANCE OF SPECIAL ORDER FOR THE APPROVAL OF ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL OF GRADE 12 LEARNERS ENROLLED IN PRIVATE SCHOOLS / COLLEGES AND TECHNICAL - VOCATIONAL INSTITUTIONS FOR SCHOOL YEAR 2024-2025**

DATE: February 26, 2025

1. This Office, through Project QAMESTahan (*Quality Assurance, Monitoring and Evaluation, Technical Assistance*) of the School Governance and Operations Division - School Management, Monitoring and Evaluation Section informs all concerned on the submission of requirements for the Issuance of Special Order (SO) for the approval of eligibility for graduation from Senior High School (SHS) of Grade 12 learners enrolled in private schools / colleges and technical-vocational institutions for School Year 2024-2025 **on or before March 14, 2025** using the link <https://tinyurl.com/SDOMarinduqueSpecialOrder>.
2. Attachments to the application for Special Order are Transmittal Letter, List of Graduates, and Graduation Form which can be accessed in the same link.
3. In accomplishing the various attachments, schools should observe the following:
 - a. School accomplishes templates for Attachments 2-3.
 - Attachment 2: Transmittal Letter (Microsoft Word format)
 - Attachment 3: List of Graduates (Microsoft Excel format)
 - Attachment 4: Graduation Form – up to 3rd periodic test results (Any format)



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- b. Only the prescribed templates and formats should be used.
 - c. No modifications should be made on the templates.
 - d. Schools should submit all Graduation Forms in one continuous document of multiple pages in any format (Microsoft Word, Microsoft Excel, PDF, JPEG).
 - e. A one-page transmittal letter should accompany these documents.
 - f. Digital/Electronic signature of the school head should be affixed in all the documents.
 - g. Schools shall submit one(1) hard copy of all the documentary requirements thru the Records Section and upload the electronic copy of the documents ensuring that the information reflected in all the documents are correct and consistent with all the other documents.
4. For queries and concerns, kindly contact Dr. Fretzie P. Alcantara, Senior Education Program Specialist – School Management, Monitoring and Evaluation through fretzie.alcantara@deped.gov.ph
5. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-SMM&E-FA



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