



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

April 8, 2025

DIVISION MEMORANDUM

No. 049, s. 2025

**MONITORING OF THE CONDUCT OF THE K TO 12 BASIC EDUCATION
PROGRAM END-OF-SCHOOL-YEAR (EOSY) RITES FOR THE SCHOOL YEAR
2024-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. To ensure that all public elementary and secondary schools are compliant with the guidelines contained in DepEd Order No. 27, s. 2025 in the conduct of the K to 12 Basic Education Program End-of-School-Year Rites for the School Year 2024-2025, the Schools Division of Marinduque will conduct a Division Monitoring of said activity on April 14-15, 2025.
2. The activity aims to:
 - a. monitor and evaluate the compliance of schools with the implementing guidelines and standards;
 - b. gather actual and actionable data relative to end-of-school-year-rites; and
 - c. provide appropriate technical assistance to school officials.
3. The monitors will be officials from the Office of the Schools Division Superintendent (OSDS), Curriculum Implementation Division (CID), and School Governance and Operation Division (SGOD).
4. Please refer to the attached enclosures for the List of Monitors and Monitoring Tool.
5. Immediate and wide dissemination of the content of this Memorandum is desired.


LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent



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Encl: As stated

Reference: DepEd Memorandum No. 027, s. 2025
Regional Memorandum No. 40, s. 2025
Division Memorandum No. 043, 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
MONITORING AND EVALUATION
SCHOOLS
SENIOR HIGH SCHOOL

CID/JLS/ K TO 12 BEP EOSY 2024-2025/ April 8, 2025



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LIST OF MONITORS

District	CID Personnel	SGOD Personnel
Boac North	Dr. Ma. Shiela S. Saet	Mrs. Marisol O. Luarca
Boac South	Mrs. Florie M. Regencia	Dr. Melanie M. Mendoza
Buenavista	Mrs. Jelly L. Sore	Engr. Arnold M. Moreno
Gasán	Dr. Jennifer E. Monte	Mrs. Maita M. Lazares
Mogpog	Mr. Rolito M. dela Cruz	Mr. Kyle David V. Atienza
Santa Cruz East	Mr. Romualdo O. Magculang	Mrs. Bernadith R. Lacerna
Santa Cruz North	Dr. Nestor T. Rualo	Dr. Fretzie P. Alcantara
Santa Cruz South	Dr. Mariam B. Rivamonte	Mr. Rey R. Raymundo
Torrijos	Mr. Freddie M. Malabayabas	Mrs. Glaiza T. Palatino

 Republic of the Philippines Department of Education MIMAROPA REGION SCHOOLS DIVISION OF MARINDUQUE		Document Title:	
		MONITORING TOOL FOR END-OF-SCHOOL- YEAR RITES 2024-2025	
		Effectivity Date:	
		April 14-15, 2025	
School:		School Head:	
District:		Monitoring Date:	

Directions: Kindly check (/) the proper column.

Indicators	Evident	Not Evident	Observations / Remarks
Hall and Stage Decoration			
1. The stage is clean and decorated in simple manner.			
2. Flag, rostrum, tables for diplomas / certificates and awards, and other ceremony essentials are present.			
3. The event, date and theme are present in the backdrop, readable and free from grammatical errors.			
4. Chairs are well-arranged.			
5. Hall and stage are free from visual / physical obstructions and hazardous objects.			
6. Learners, teachers, and stakeholders are well-seated with enough ventilation.			
7. Austerity measures vis-à-vis <i>No Collection Policy</i> are observed.			
Technical Set-up			
1. Clarity and volume of the audio system including microphones, speakers, and any additional sound equipment is evident all throughout the event.			
2. The school assures functionality of visual displays such as projectors, screens, and monitors.			
3. Visuals, slideshows, videos or any multimedia elements are clearly visible			

and properly aligned for optimal viewing by all attendees.			
4. There is a presence of technical support staff or personnel who can quickly address any technical issues that arise during the ceremony.			
Flow of Ceremony / Program			
1. Hard copy of the program is available to all those who have parts and all the learners and parents.			
2. The program started on time.			
3. The program is systematic, organized, and well-rehearsed.			
4. The program is done in disciplined manner where teachers are obviously facilitating the movements of the learners.			
5. Crowd control is present and manifested by the presence of signage and other measures (i.e. presence of CAT Officers, SLEG officers, BSP/GSP and PTA controlling the crowd)			
6. Diplomas, certificates and other paraphernalia to be used in the ceremony are well-organized.			
7. Suggested program flow is followed or with minor modifications.			
8. <i>Graduation Song / Tribute to parents</i> (Optional) exemplify significant values.			
Master of Ceremony / Emceeing			
1. The Master of Ceremony is cordial and has good communication skills.			
2. The Master of Ceremony avoids adlibs and other unnecessary remarks during the program.			
3. Announcements and other needed tasks are given by the Master of Ceremony.			
Waste Management			
1. The hall/venue is generally clean.			
2. Presence of waste segregation bins that are clearly marked.			
Attire			
1. Established clear dress code guidelines for graduates, faculty, staff and attendees.			

2. Toga and or Uniform is worn by graduates.			
3. Chosen attire is comfortable, fits well and allows ease movement during the ceremony.			

Other Issues/Challenges Noted and Observed	Interventions/Solution Proposed or Taken	Best Practices / School Initiatives

Onsite Monitor/s:		
	<i>Signature over printed name</i>	<i>Position/ Designation</i>
Conforme:		
	<i>Signature over printed name</i>	<i>Position/ Designation</i>