



**DIVISION MEMORANDUM**

No. 096 s. 2018

To: Public Schools District Supervisors/ District In-charge  
Elementary and Secondary School Heads  
This Division

From:   
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

Subject: **School Year 2017-2018 K to 12 Basic Education Program  
End of the School Year Rites**

Date: February 21, 2018

1. In reference to DepEd Order No.6, s. 2018 re: **School Year 2017-2018 K to 12 Basic Education Program End of the School Year Rites**, this Office hereby directs all the Elementary and Secondary School Heads to follow the policy enclosed in this Memorandum regarding the conduct of the End of the School Year Rites.
2. The 2018 ceremonies shall focus on the theme “ Mag-aaral ng K to 12: Handa sa Hamon ng Buhay ( K to 12 Learners: Ready to Face Life’s Challenges).This theme highlights the role of K to 12 Basic Education Program in harnessing the skills and competencies of the Filipino learners to face life’s challenges.
3. Enclosed also to this Memorandum is sample template for kindergarten certificate, grade 6 elementary certificates, grade 10 certificates of completion and sample template for grade 12 diploma.
4. For strict compliance.

RBT/SGOD/cbo





Republic of the Philippines  
**Department of Education**

15 FEB 2018

DepEd ORDER  
No. **06**, s. 2018

**SCHOOL YEAR 2017-2018 K TO 12 BASIC EDUCATION PROGRAM  
END OF SCHOOL YEAR RITES**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. For School Year (SY) 2017-2018, the Department of Education (DepEd) announces the conduct of the following **End of School Year Rites**:

<b>Grade Level Completers</b>	<b>Ceremony</b>	<b>Proof of Completion</b>
Kindergarten	Moving Up or Completion	Kindergarten Certificate (Enclosure No. 1)
Grade 6	Graduation	Elementary Certificate (Enclosure No. 2)
Grade 10	Moving Up or Completion	Junior High School Certificate (Enclosure No. 3)
Grade 12 learners from a. Schools with DepEd-approved K to 12 transition plan b. Schools with permit to operate Senior High School since 2014 c. International schools with K to 12 Program	Graduation	Senior High School Diploma (Enclosure No. 4)

2. The 2018 ceremonies shall focus on the theme *Mag-aaral ng K to 12: Handa sa Hamon ng Buhay* (K to 12 Learners: Ready to Face Life's Challenges). Schools, divisions, or regions may translate the theme in Mother Tongue. This theme highlights the role of K to 12 Basic Education Program in harnessing the skills and competencies of the Filipino learners to face life's challenges.

3. As announced in Enclosure No. 1 of DepEd Order (DO) No. 25, s. 2017 entitled School Calendar for School Year 2017-2018, the end of school year rites should be scheduled not earlier than **April 2, 2018** but not later than **April 6, 2018**. Schools, divisions, or regions with an extended school year will have to be guided by their approved revised school calendar.

4. **All Grade 12 learners** are required to take the **Basic Education Exit Assessment (BEEA)** which will be conducted before **April 6, 2018**. Details of the examination will be issued on a separate memorandum.

5. In line with the government's austerity program, DepEd reiterates the following policies:

- a. Graduation rites should be simple but meaningful which encourage civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue;
- b. Moving Up or Closing Ceremonies should be simple involving only the learners, their parents and the school; and
- c. Non-academic projects such as attendance to field trips, film showing, junior-senior promenade, and other school events should not be imposed as requirements for graduation or completion.

For Public Schools only

- d. Expenses relative to the activity should be charged to the school's Maintenance and Other Operating Expenses under the 2018 Budget;
- e. Any DepEd personnel should **not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution**; and
- f. Contribution for the annual yearbook, if any, should be on a voluntary basis.

6. Use of enclosed completion certificate and diploma templates:

For private elementary and secondary schools, technical and vocational institutions (TVIs), and higher education institutions (HEIs) including state universities and colleges (SUCs) and local universities and colleges (LUCs)	The use of the enclosed completion certificate and diploma templates is optional. The signature of the school head is required, while the signature of the schools division superintendent is not required.
For public elementary and secondary schools	The use of the enclosed completion certificate and diploma templates is <b>required</b> .

7. Awarding of honors to learners from Grades 1 to 12 shall follow the guidelines stipulated in DO 36, s. 2016 entitled Policy Guidelines on Awards and Recognition for K to 12 Basic Education Program.

8. Further, the end of school year rites and moving up or closing ceremony should be conducted in an appropriate solemn ceremony befitting the learners and their parents, and **shall not be used as a political forum**.

9. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
 Secretary

Encls.:

As stated

References:

DepEd Order: Nos. 8 and 25, s. 2017, and 36, s. 2016

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

BASIC EDUCATION  
CERTIFICATE  
DIPLOMA  
GRADUATION  
JUNIOR HIGH SCHOOL  
KINDERGARTEN EDUCATION  
LEARNERS  
POLICY  
SENIOR HIGH SCHOOL

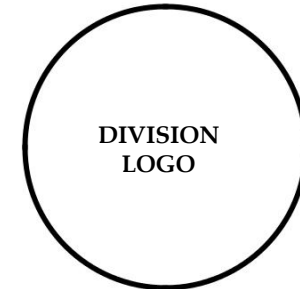
DJP, DO School Year 2017-2018 K to 12 BEP End of School Year Rites  
0125-February 8/9, 2018

(Enclosure No. 1 to DepEd Order No. 06, s. 2018)

## SAMPLE TEMPLATE FOR KINDERGARTEN CERTIFICATE



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



**REHIYON XXX**  
*REGION XXX*

**SANGAY NG XXXXXXXXX**  
*DIVISION OF XXXXXXXXX*

**PUROK NG XXXXXX**  
*DISTRICT OF*

**XXXXXX ELEMENTARY SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

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

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa Xxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2018.  
*Signed in Xxxxxxxx, Philippines on the \_\_<sup>th</sup> day of April 2018.*

**XXXXXXXXXX**  
Punong-Guro  
*Principal*

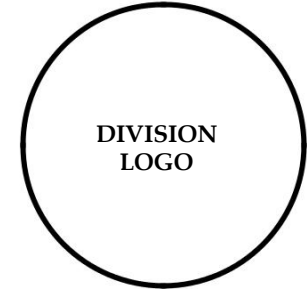
**XXXXXXXXXX**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*

(Enclosure No. 2 to DepEd Order No. 06, s. 2018)

## SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



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



**REHIYON XXX**  
*REGION XXX*

**SANGAY NG XXXXXXXXX**  
*DIVISION OF XXXXXXXXX*

**PUROK NG XXXXXX**  
*DISTRICT OF*

**XXXXXX ELEMENTARY SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

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

**KATIBAYAN**

**DIPLOMA**

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2018.  
*Signed in Xxxxxxxxxx, Philippines on the \_\_<sup>th</sup> day of April 2018.*

**XXXXXXXXXX**  
Punong-Guro  
*Principal*

**XXXXXXXXXX**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*

(Enclosure No. 3 to DepEd Order No. 06, s. 2018)

## SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon

*Department of Education*

**REHIYON XXX**

*REGION XXX*

**SANGAY NG XXXXXXXXX**

*DIVISION OF XXXXXXXXX*

**XXXXXX HIGH SCHOOL**

Pinatutunayan nito na si

*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Junior High School na itinakda para sa  
*has satisfactorily completed the requirements for Junior High School 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 Xxxxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2018.

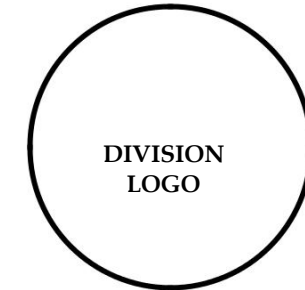
*Signed in Xxxxxxxxxx, Philippines on the \_\_<sup>th</sup> day of April 2018.*

**XXXXXXXXXXXX**

Punong-Guro  
*Principal*

**XXXXXXXXXXXX**

Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*



(Enclosure No. 4 to DepEd Order No. **06**, s. 2018)

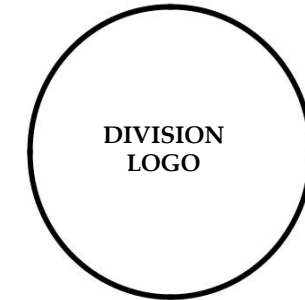
## SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA



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

**REHIYON XXX**  
*REGION XXX*

**SANGAY NG XXXXXXXXX**  
*DIVISION OF XXXXXXXXX*



**XXXXXX HIGH SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

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

\_\_\_\_\_ **TRACK AND** \_\_\_\_\_ **STRAND**  
\_\_\_\_\_ *TRACK AT* \_\_\_\_\_ *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 Xxxxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2018.  
*Signed in Xxxxxxxxxx, Philippines on the \_\_<sup>th</sup> day of April 2018.*

**XXXXXXXXXX**  
Punong-Guro  
*Principal*

**XXXXXXXXXX**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*