



March 15, 2016

**DIVISION MEMORANDUM**

No. 106 S, 2016

To : **Education Program Supervisors**  
**Public Schools District Supervisors**  
**Elementary & Secondary School Heads**  
**Elementary & secondary Teachers**  
This Division

From : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

Re : **1<sup>ST</sup> RECOGNITION CEREMONY FOR JUNIOR HIGH SCHOOL AND GRADUATION RITES FOR GRADE 6 (END OF SCHOOL YEAR RITES FOR SY 2015-2016)**

1. Pursuant to **DepEd Order No. 7, s. 2016**, entitled **School Year (SY) 2015-2016 End of School Year Rites**, the **Junior High School 1<sup>st</sup> Recognition Ceremony (Junior High School) and Graduation Rites (Elementary)** will be on **March 28, 2016 to April 1, 2016 and April 6, 2016 (MOGCHS)**
2. The activity is held to formally send-off the Junior High School completers to the Senior High School Level and the Grade 6 pupils to the Junior High School Level. It is highly encouraged that the conduct be simple yet meaningful as this is a milestone in the country's basic education system.
3. The purpose of this activity is to recognize the accomplishments, and academic achievements of students, therefore, to reiterate, the conduct of the ceremony shall be **apolitical**, and **shall not be used as a political forum**.
4. To ensure solemnity and uniformity of the conduct of the ceremony, the flow of the program and script is attached to this Memorandum. School heads and teachers are hereby advised to follow the script attached to this Division Memorandum for the Junior High School Recognition Ceremony and the Graduation Rites (Elementary). (**Enclosure No. 1: Program and Script for Junior HS Recognition Ceremony and Enclosure No. 2: Program and Script for Grade 6 Graduation Rites and Enclosure**).
5. Regardless of whoever shall be authorized by the Schools Division Superintendent to attend the ceremony on her behalf, it is her name that should be reflected in the program to recognize the completers/graduates, distribution of certificates and awards, and to read the message of the Department of Education Secretary.



Department of Education  
Region X-Northern Mindanao  
Division of Misamis Oriental  
Del Pilar-Velez St., Cagayan de Oro City  
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6. For the stage decoration, the sample tarpaulin design is attached to this Memorandum (**Enclosure No. 3**). The soft copy is available for Download at [www.depedmisor.net](http://www.depedmisor.net) > Downloadables > Templates. The tarpaulin in .jpg format can be customized to indicate the school name and district. In addition, it is also encouraged that only white flowers be used on stage.
7. Immediate and wide dissemination is hereby enjoined.
8. For your information and guidance.

CLL/ikm

**Program**  
**JUNIOR HIGH SCHOOL COMPLETERS'**  
**1<sup>st</sup> RECOGNITION CEREMONY**  
**March 28, 2016- April 1, 2016**

Processional

National Anthem **JHS Completers**

Invocation **JHS Completers**

Opening Remarks and  
Welcome Message **School Principal**

Message of Bro. Armin Luistro, FSC **Cherry Mae L. Limbaco, Ph.D. CESO V**  
Schools Division Superintendent

Presentation of the Junior HS  
Completers **School Head**

Reading of Text (Certificate of  
Completion) **Cherry Mae L. Limbaco, Ph.D. CESO V**  
Schools Division Superintendent

Distribution of Certificates of Completion

Awarding of Top 10 Completers **Schools Division Superintendent, School Principal  
and Guest Speaker**

Message of Appreciation **First Honor Student**

Introduction of the Guest Speaker **School Head**

Message **Guest Speaker**

Giving of Plaque of Appreciation **Schools Division Superintendent, School Principal**

Closing Remarks **PTA President**

Recessional

CLL/imonte

**SCRIPT FOR JUNIOR HIGH SCHOOL  
1<sup>st</sup> RECOGNITION CEREMONY  
(TO BE FOLLOWED BY THE MASTER OF CEREMONY)**

I. **EMCEE** : Ladies and Gentlemen, welcome to the first Recognition Ceremony of the First Batch of Junior High School Completers of (Name of School).

The Processional March will be led by \_\_\_\_\_.  
The Entrance of the School Mace.  
The Grade 10 Completers

- A. The GPTA Officers headed by the GPTA President (Name)
- B. The Grade 7 Teachers
- C. The Grade 8 Teachers
- D. The Grade 9 Teachers
- E. The Grade 10 Teachers
- F. The Department Heads
- G. DepEd Officials
- H. The Division Office Personnel
- I. Our Assistant Schools Division Superintendent  
Mrs. JEAN G. VELOSO
- J. Our Schools Division Superintendent  
DR. CHERRY MAE L. LIMBACO, CESO V
- K. Our Guest Speaker (Position) (Name)

**EMCEE** : May I request the general public to please rise for the **ENTRANCE OF COLORS** (if available)

Please remain standing for the singing of the **NATIONAL ANTHEM** and the **OPENING PRAYER** to be led by

\_\_\_\_\_.

(After the National Anthem, ground the colors (if available))

**EMCEE** : Please be seated.

II. **EMCEE** : The School Principal \_\_\_\_\_ will now formally open the First Recognition Ceremony of the Junior High School Completers of \_\_\_\_\_. A round of applause, please.

III. **PRINCIPAL** : The Schools Division Superintendent, Dr. Cherry Mae L. Limbaco, CESO V, the ASDS Mrs. Jean G. Veloso, the GPTA President and officers, the Guest Speaker, the different Department Heads, the Faculty and Staff and to the COMPLETERS, parents, ladies and gentlemen, good morning/afternoon.

The first Recognition Ceremony of the Junior High School Completers in (school) is hereby declared in session. On behalf of the Administration , Faculty, Staff and students, I welcome each and everyone of you to this FIRST RECOGNITION CEREMONY of the School Year 2015-2016. We also extend to the Grade 10 Completers and their Families our Congratulations on this special occasion, the very first Recognition Ceremony of the Junior High School in the history of the Department of Education in our country. Thank you.

**EMCEE** : Thank you very much Mr./Mrs./Miss \_\_\_\_\_

IV. **EMCEE** : May I call in our Schools Division Superintendent, Dr. Cherry Mae L. Limbaco, CESO V for the Reading of the Message of DepEd Secretary Bro. Armin A. Luistro, FSC. Let us give her a warm applause, please.

(Reading of Bro. Armin's Message)

**EMCEE** : Thank you very much, Ma'am.

V. **EMCEE** : The School Principal \_\_\_\_\_ will now present the Grade 10 Completers. Let us clap our hands for \_\_\_\_\_.

**PRINCIPAL** : Dr. Cherry Mae L. Limbaco, CESO V, Schools Division Superintendent of the Division of Misamis Oriental, may I have the honor to present to you the *(number of completers)* Grade 10 Students who have satisfactorily completed the Requirements for Junior High School.

(Reading of Text –Certificate of Completion)

VI. **EMCEE** : May I call in our Schools Division Superintendent Dr. Cherry Mae M. Limbaco, CESO V, GPTA President \_\_\_\_\_, and the School Principal \_\_\_\_\_ to **DISTRIBUTE THE CERTIFICATES OF COMPLETION.**

Will the completers please rise...

(Roll call of completers)

**EMCEE** : Let us give a round of applause for the completers!

VII. **EMCEE** : The **AWARDING OF ACADEMIC HONORS AND SPECIAL AWARDS** will be done by the Schools Division Superintendent Dr. Cherry Mae Limbaco, the School Principal \_\_\_\_\_, GPTA President \_\_\_\_\_, and Guest Speaker \_\_\_\_\_.

(Call names of awardees)

**EMCEE** : Let us give our TOP TEN (10) Academic Awardees and their parents a big round of applause! Congratulations!

VIII. **EMCEE** : On behalf of the Grade 10 Completers, *(name of student)*, will now give his/her **MESSAGE OF APPRECIATION**.

(Message of Appreciation)

**EMCEE** : Thank you, \_\_\_\_\_ (name of student).

IX. **EMCEE** : This time, may I call in the School Principal \_\_\_\_\_ to introduce to us our **GUEST SPEAKER**. A round of applause, please.

(Introduction of guest speaker)

(Message of Guest Speaker)

**EMCEE** : Thank you very much \_\_\_\_\_.

X. **EMCEE** : At this point, we would like to award the Plaque of Appreciation to our Guest Speaker \_\_\_\_\_. May I request the Schools Division Superintendent Dr. Cherry Mae Limbaco, the School Principal \_\_\_\_\_, the GPTA President \_\_\_\_\_ to please present this Plaque of Appreciation to \_\_\_\_\_. Allow me to read the citation.

(Read citation in Plaque)

(Awarding of Plaque)

**EMCEE** : A round of applause, please. Thank you very much.

XI. **EMCEE** : May I call in \_\_\_\_\_ for the **CLOSING REMARKS**.

(Closing Remarks)

**EMCEE** : Thank you. A round of applause, please. And now, ladies and gentlemen, **THE RECESSIONAL**.

### **Recessional March**

Colors

School Banner/Mace

Dignitaries

**EMCEE** : With the Recessional march, the First Recognition Ceremony of the Grade 10 Junior High School Completers of (School) is hereby officially concluded. Thank you, God bless and Good day everyone!

**P r o g r a m**  
**GRADUATION RITES**  
**(Grade VI- Elementary Level)**  
**March 28, 2016- April 1, 2016**

Processional

National Anthem

**Graduates**

Invocation

**Graduates**

Opening Remarks

**School Principal**

Welcome Message

**Salutatorian**

Message of Bro. Armin Luistro, FSC

**Cherry Mae L. Limbaco, Ph.D. CESO V**  
Schools Division Superintendent

Presentation of the Junior HS  
Completers

**School Head**

Confirmation of Graduates

**Cherry Mae L. Limbaco, Ph.D. CESO V**  
Schools Division Superintendent

Distribution of Certificates of Completion

Awarding of Top 10 Completers

**Schools Division Superintendent, School Principal  
and Guest Speaker**

Valedictory Address

**Valedictorian**

Introduction of the Guest Speaker

**School Head**

Message

**Guest Speaker**

Giving of Plaque of Appreciation

**Schools Division Superintendent, School Principal**

Pledge of Loyalty

**1<sup>st</sup> Honorable Mention**

Graduation and Alma Mater Song

**Graduates**

Closing Remarks

**PTA President**

Recessional

CLL/imonte

**SCRIPT FOR GRADE 6- ELEMENTARY  
GRADUATION RITES  
(TO BE FOLLOWED BY THE MASTER OF CEREMONY)**

**I. EMCEE** : Ladies and Gentlemen, welcome to the \_\_\_\_\_ Graduation Rites Ceremony of (Name of School).

The Processional March will be led by \_\_\_\_\_.

The Entrance of the School Mace.

The Candidates for Graduation.

A. The GPTA Officers headed by the GPTA President (Name)

B. The Grade 1-5 Teachers

C. The Grade 6 Teachers

D. The Department Heads

E. DepEd Officials

F. The Division Office Personnel

G. Our Assistant Schools Division Superintendent

Mrs. JEAN G. VELOSO

H. Our Schools Division Superintendent

DR. CHERRY MAE L. LIMBACO, CESO V

I. Our Guest Speaker (Position) (Name)

**EMCEE** : May I request the general public to please rise for the **ENTRANCE OF COLORS** (if available)

Please remain standing for the singing of the **NATIONAL ANTHEM** and the **OPENING PRAYER** to be led by

\_\_\_\_\_.

(After the National Anthem, ground the colors (if available))

**EMCEE** : Please be seated.

**II. EMCEE** : The School Principal \_\_\_\_\_ will now formally open the \_\_\_\_\_ Graduation Rites of (school). A round of applause, please.

**III. PRINCIPAL** :The Schools Division Superintendent, Dr. Cherry Mae L. Limbaco, CESO V, the ASDS Mrs. Jean G. Veloso, the GPTA President and officers, the Guest Speaker, the different Department Heads, the Faculty and Staff and to the Graduates, Parents, ladies and gentlemen, good morning/afternoon.



The \_\_\_\_\_ Graduation Rites of *(school)* for SY 2015-2016 is hereby declared in session. On behalf of the Administration , Faculty, Staff and students. We extend to the Grade 6 Students and their Families our Congratulations on this special occasion. Thank you.

**EMCEE** : Thank you very much Mr./Mrs./Miss \_\_\_\_\_

**IV. EMCEE** : The **WELCOME ADDRESS** will now be given by the Class Salutatorian (name of student).

(Welcome Address)

**EMCEE** : Thank you very much Mr./Mrs./Miss \_\_\_\_\_.

**V. EMCEE** : May I call in our Schools Division Superintendent, Dr. Cherry Mae N. Limbaco, CESO V for the Reading of the Message of DepEd Secretary Bro. Armin A. Luistro, FSC. Let us give her a warm applause, please.

(Reading of Bro. Armin's Message)

**EMCEE** : Thank you very much, Ma'am.

**VI. EMCEE** : The School Principal \_\_\_\_\_ will now present the Grade 6 Graduates. Let us clap our hands for \_\_\_\_\_.

**PRINCIPAL** : Dr. Cherry Mae L. Limbaco, CESO V, Schools Division Superintendent of the Division of Misamis Oriental, may I have the honor to present to you, \_\_\_\_\_ males, \_\_\_\_\_ females, a total of (number of graduates) Grade 6 Students who have satisfactorily completed the Requirements for the Elementary Level.

(Confirmation of Graduates)

**VII. EMCEE** : May I call in our Schools Division Superintendent Dr. Cherry Mae O. Limbaco, CESO V, GPTA President \_\_\_\_\_, and the School Principal \_\_\_\_\_ to **DISTRIBUTE THE DIPLOMAS TO THE GRADUATES.**

Will the graduates please rise...

(Roll call of completers)

**EMCEE** : Let us give a round of applause for the completers!

**VIII. EMCEE** : The **AWARDING OF ACADEMIC HONORS AND SPECIAL AWARDS** will be done by the Schools Division Superintendent Dr. Cherry Mae Limbaco, the School Principal \_\_\_\_\_, GPTA President \_\_\_\_\_, and Guest Speaker \_\_\_\_\_.

(Call names of awardees)

**EMCEE** : Let us give our TOP TEN (10) Academic Awardees and their parents a big round of applause! Congratulations!

**IX. EMCEE** : (name of student), Class Valedictorian will now give his/her **VALEDICTORY ADDRESS**.

(Valedictory Address)

**EMCEE** : Thank you, \_\_\_\_\_ (name of student).

**X. EMCEE** : This time, may I call in the School Principal \_\_\_\_\_ to introduce to us our **GUEST SPEAKER**. A round of applause, please.

(Introduction of guest speaker)

(Message of Guest Speaker)

**EMCEE** : Thank you very much \_\_\_\_\_.

**XI. EMCEE** : At this point, we would like to award the Plaque of Appreciation to our Guest Speaker \_\_\_\_\_. May I request the Schools Division Superintendent Dr. Cherry Mae Limbaco, the School Principal \_\_\_\_\_, the GPTA President \_\_\_\_\_ to please present this Plaque of Appreciation to \_\_\_\_\_. Allow me to read the citation.

(Read citation in Plaque)

(Awarding of Plaque)

**EMCEE** : A round of applause, please. Thank you very much.

**XII. EMCEE** : (name of student), will now lead the class for their Pledge of Loyalty.

(Pledge of Loyalty)

**XIII. EMCEE** : The Graduates will now render their Alma Mater and Graduation Song

(Alma Mater and Graduation Song)

**XIV. EMCEE** : May I call in \_\_\_\_\_ for the **CLOSING REMARKS**.

(Closing Remarks)

**EMCEE** : Thank you. A round of applause, please. And now, ladies and gentlemen, **THE RECESSIONAL**.

**Recessional March**

Colors

School Banner/Mace

Dignitaries

**EMCEE** : With the Recessional march, the \_\_\_\_\_ Graduation Rites of (School) is hereby officially concluded. Thank you, God bless and Good day everyone!

**SAMPLE:** Tarpaulin – Graduation Rites (Elementary)  
**Dimension:** 6 ft. by 12 ft.



**Note:**

- The template (soft copy) is available at the website under Downloadables>Templates>Graduation Rites (Elementary)
- Indicate the District, Name and Address of School at the heading of the template just below DIVISION OF MISAMIS ORIENTAL

**SAMPLE:** Tarpaulin – Recognition Ceremony (Junior HS)  
**Dimension:** 6 ft. by 13.5 ft.



**Note:**

- The template (soft copy) is available at the website under Downloadables>Templates>Recognition Ceremony (Junior HS)
- Indicate the Name and Address of School at the heading of the template just below DIVISION OF MISAMIS ORIENTAL