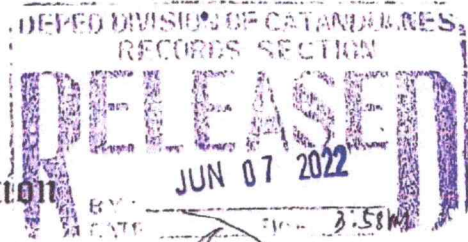




Republic of the Philippines  
Department of Education  
Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES




June 7, 2022

DIVISION MEMORANDUM  
No. 264 s. 2022

**DIRECTORY OF DEPED OFFICIALS AND GUIDES ON THE CONDUCT OF 2022  
END-OF-SCHOOL YEAR RITES**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Section Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
SDO Personnel  
All other concerned

1. To ensure quality and orderly conduct of Moving Up, Completion and Graduation Rites SY 2021-2022, this office is furnishing you with the following:
  - Directory of DepEd Officials
  - Program for Graduation Rites (Grades 6 and 12)
  - Protocols for the Confirmation
  - Assignment of SDS Representatives
  - Evaluation Sheet for Graduation Ceremonies
2. For inquiries and clarifications, please coordinate with your respective Public Schools District Supervisor.
3. For information, guidance and widest dissemination.

  
**MA. LUISA T. DELA ROSA**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

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Enclosure no. 1 to DM no. 264

**DEPED OFFICIALS**

**LEONOR M. BRIONES**  
Secretary of Education

**GILBERT T. SADSAD**  
Regional Director

**RONEL AL K. FIRMO**  
Assistant Regional Director

**SUSAN S. COLLANO**  
Schools Division Superintendent

**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS)**

JENNIFER B. METICA	Information Technology Officer I
ANGELO JAMES O. AGUINALDE	Accountant III
EVA S. TOLENTINO	Administrative Officer V (Administrative)
MA. CIELO C. TUBALE	Administrative Officer V (Budget)
MARICHELE B. LLAVE	Administrative Officer IV (Personnel/Records)
CRISTINA T. BARRAMEDA	Administrative Officer IV (Supply)
LIZA R. BERNARDO	Administrative Officer IV (Cashier)
ATTY. NORLITO JR P. AGUNDAY	Attorney III

**CURRICULUM IMPLEMENTATION DIVISION (CID)**

ROMEL G. PETAJEN

Chief Education Supervisor (CID)

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Republic of the Philippines

## Department of Education

REGION V - BICOL

### SCHOOLS DIVISION OFFICE OF CATANDUANES

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#### **Instructional Management**

AMELIA B. CABRERA  
GINA L. CUSTODIO

JEZRAHEL T. OMADTO  
GINA B. PANTINO  
NIÑO GERARD C. CENETA  
NELSON T. SICIO  
CYNTHIA T. SONEJA

MA. GINA M. TEMPLONUEVO  
FRANKIE T. TURALDE

Education Program Supervisor, TVL/ALS  
Education Program Supervisor,  
Kindergarten/MultiGrade, Private Schools  
Education Program Supervisor, Mathematics  
Education Program Supervisor, English  
Education Program Supervisor, Science  
Education Program Supervisor, MAPEH  
Education Program Supervisor, Araling  
Panlipunan  
Education Program Supervisor, Filipino  
Education Program Supervisor, Edukasyon sa  
Pagpapakatao

#### **Learning Resource Management**

JESSLYN T. TAWAY  
PEACHIE ROSHELLE T. CHAVEZ  
JOGENE ALILLY C. SAN JUAN

Education Program Supervisor, LRMS  
Librarian II  
Project Development Officer II

#### **District Instructional Supervision**

BRENDA V. VILLAREY

BELEN T. TAPAS

MERLY T. GONZALES

MIGUELITO T. RODRIGUEZ  
EDGAR A. RIMA

ELIAS V. ABUNDO

HENRY T. MARIN  
NELSON V. ISORENA

DELFIN I. DE LEON

Public Schools District Supervisor,  
Panganiban  
Public Schools District Supervisor, San Miguel  
South  
Public Schools District Supervisor, Virac  
South  
Public Schools District Supervisor, Bato East  
Public Schools District Supervisor, Division  
EPP/TLE Coordinator  
Public Schools District Supervisor, Virac  
North  
Public Schools District Supervisor, Gigmoto  
Public Schools District Supervisor, Pandan  
East and West  
Public Schools District Supervisor, Caramoran  
North & South





Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

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NIEVA DJ. TUIBEO	Public Schools District Supervisor, Bato West
RUTH B. SORRERA	Principal II - in Charge of the District, San Andres East
JOSELITO T. RUIZ	Principal II - in Charge of the District, Viga West
CLARISSA G. MAGDARAOG	Principal II - in Charge of the District, Viga East
ARNOLD M. VALLEDOR	Principal II - in Charge of the District, Bagamanoc South
JOSE T. ARCILLA JR.	Principal II - in Charge of the District, Baras North & South
TIMMY T. ALCANTARA	Principal II - in Charge of the District, San Miguel North
MARISOL T. LIM	Principal II - in Charge of the District, San Andres West
NOE M. VILLAMARTIN	Principal II - in Charge of the District, Bagamanoc North

**Alternative Learning System (ALS)**

JANE T. TUPLANO	Education Program Specialist II
MARIA RITA SR. TABLATE	Education Program Specialist II

**SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)**

MARY JEAN S. ROMERO	Chief Education Supervisor (SGOD)
AROLINE T. BORJA	Education Program Supervisor

**School Management Monitoring & Evaluation**

SARAH S. CHIONG	Senior Education Program Specialist
ACHILLES V. ALBERTO I	Education Program Specialist II

**Social Mobilization & Networking**

MARIFE B. BREQUILLO	Senior Education Program Specialist
IMACULATE T. LATORRE	Education Program Specialist II

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Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

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MARIA AUDREA L. VIVO

Project Development Officer II (DRRM)

**Planning & Research**

ANJO G. TUGAY

Senior Education Program Specialist

REY C. BONAYON

Planning Officer III

**Youth Formation Development**

ROSARIO B. VEGIM

Project Development Officer I

**Human Resource Development**

ELIZABETH S. URBANO

Education Program Specialist II

**Education Facilities**

RODGER A. MATIENZO

Engineer III

**School Health Section**

KRISTINE G. SANTELICES

Medical Officer III

Enclosure no. 2 to DM no. 264

**PROGRAMME FOR GRADUATION RITES FOR GRADE 6 AND 12**

1. PROCESSIONAL (candidates for graduation, parents)
2. PHILIPPINE NATIONAL ANTHEM {Maybe sung by the participants and the audience either in acapella or with accompaniment} {The Phil flag shall be properly situated at the right side of the stage facing the audience}
3. PRAYER/DOXOLOGY
4. BICOL REGIONAL MARCH
5. CATANDUNGAN HYMN
6. WELCOME ADDRESS- (Head Teacher/Assistant Principal for Secondary, President of Teachers' Association for Elementary) - this part shall focus on the significance of the ceremony. This shall be done in 3- 5 minutes.
7. Presentation of the candidates for graduation by the school head/Academic Coordinator
8. Confirmation of graduation and message of the SDS  
SUSAN S. COLLANO, SDS  
Represented by \_\_\_\_\_
9. Reading of the Message of the Secretary (by the highest DEPED official present in the ceremony)
10. Distribution of certificates of graduation
11. Awarding of Certificates/Medals/Trophies(the awardee will come up the stage once)
12. Message of the representative of awardees-(by a graduate with the highest honor)
13. Introduction of the Guest Speaker (by the School Head)
14. Keynote message by and an invited alumnus/alumna who can provide inspiration to the graduates with his/her success and/or achievements in life after his/her stint with the school.)
15. Pledge of Loyalty
16. Graduation Song- (this part shall deliver success through a musical celebration reflecting the inspiration and aspirations of the class. The song

shall be of their choice and shall be properly sung to reflect the quality of music education and experiences of the learners.)

17. Closing Message- the school head meaningfully wrapping up the ceremony, may announce up-coming related activities and inspire parents to continuously support the education of the children.
18. The recessional (by the guest, teaching staff, parents and the graduates)

Enclosure no. 3 to DM no. 144

### PROTOCOLS FOR THE CONFIRMATION

1. Confirmation of **Graduation, Completion or Moving-up**, shall be done after the presentation of the graduating class, completers and/or movers by the school head.
2. The **confirming official will be the Schools Division Superintendent or her Authorized Representative.**
3. The **Authorized Representative of the SDS** shall be any of the following;
  - a. ASDS
  - b. Chiefs
  - c. EPSs
  - d. PSDSs
  - e. Full-fledged School Heads
4. **In case of the unavailability of the representative** from the division, the **Highest DepEd Official shall be the authorized confirming officer** (Full-fledged School Heads)
5. The confirming officer shall be in **Filipiniana/Corporate Attire.**
6. The following confirmation statements shall be used;

### CONFIRMING STATEMENTS

#### A. RECOGNIZING KINDERGARTEN

By the Authority delegated to me by the Department of Education thru the **Schools Division Superintendent, Dr. Susan S. Collano** of the Schools Division of Catanduanes and upon the recommendation of your School Principal \_\_\_\_\_ that you have satisfactorily completed all the requirements for Kindergarten as prescribed by the K to 12 Basic Education Curriculum of the Department of Education,

I hereby recognize your Moving Up this \_\_\_\_ day of \_\_\_\_\_, 2022 at \_\_\_\_\_, Catanduanes.

CONGRATULATIONS!

#### B. CONFIRMING GRADUATION (Grade 6)

By the Authority delegated to me by the Department of Education thru the **Schools Division Superintendent, Dr. Susan S. Collano** of the Schools Division of Catanduanes and upon the recommendation of your School Principal \_\_\_\_\_ that you have satisfactorily completed all the basic requirements for Elementary education prescribed by the Department of Education under K to 12 Basic Education Curriculum.



I hereby CONFIRM your GRADUATION this \_\_\_\_ day of \_\_\_\_\_, 2022 at \_\_\_\_\_, Catanduans.

CONGRATULATIONS!

**C. COMPLETION (Grade 10)**

By the Authority delegated to me by the Department of Education thru the **Schools Division Superintendent, Dr. Susan S. Collano** of the Schools Division of Catanduanes and upon the recommendation of your School Principal \_\_\_\_\_ that you have satisfactorily completed all the requirements for the Junior High School prescribed by the Department of Education under the K to 12 Basic Education Curriculum,

I hereby RECOGNIZE your COMPLETION this \_\_\_\_ day of \_\_\_\_\_, 2022 at \_\_\_\_\_, Catanduanes.

CONGRATULATIONS!

**D. GRADUATION (Grade 12)**

By the Authority delegated to me by the Department of Education thru the **Schools Division Superintendent, Dr. Susan S. Collano** of the Schools Division of Catanduanes and upon the recommendation of your School Principal \_\_\_\_\_ that you have satisfactorily completed all the requirements for Senior High School prescribed by the Department of Education under the K to 12 Basic Education Curriculum,

I hereby CONFIRM your GRADUATION this \_\_\_\_ day of \_\_\_\_\_, 2022 at \_\_\_\_\_, Catanduanes.

CONGRATULATIONS!

**E. JUNIOR HIGH (ALS)**

By the Authority delegated to me by the Department of Education thru the **Schools Division Superintendent, Dr. Susan S. Collano** of the Schools Division of Catanduanes and upon the recommendation of your District ALS Coordinator \_\_\_\_\_ that you have successfully passed the validation of presentation portfolio assessment for ALS JHS program completers of SY 2021-2022 and previous years and that you have satisfactorily completed the requirements for Alternative Learning System prescribed by the Department of Education under the K to 12 Basic Education Curriculum.

I hereby RECOGNIZE your COMPLETION this \_\_\_\_ day of \_\_\_\_\_, 2022 at \_\_\_\_\_, Catanduanes. You are now ready to move from junior high to senior high school program

CONGRATULATIONS!

**F. SENIOR HIGH (ALS)**

By the Authority delegated to me by the Department of Education thru the **Schools Division Superintendent, Dr. Susan S. Collano** of the Schools Division of Catanduanes and upon the recommendation of your District ALS Coordinator \_\_\_\_\_ that you have satisfactorily completed the requirements for Alternative Learning System prescribed by the Department of Education under the K to 12 Basic Education Curriculum.

I hereby CONFIRM your GRADUATION this \_\_\_ day of \_\_\_\_\_, 2022 at \_\_\_\_\_, Catanduanes.

CONGRATULATIONS!

**PRESENTATION OF CANDIDATES FOR GRADUATION (Grade 6)**

The Schools Division Superintendent, Susan S. Collano, represented by \_\_\_\_\_, Sir/Madam I have the honor to present to you \_\_\_\_\_ candidates for graduation, \_\_\_ are boys \_\_\_\_\_ are girls. Based on records I certify that they have satisfactorily completed the requirements for Elementary prescribed by the Department of Education under the K to 12 Basic Education Curriculum.

They are now ready for your confirmation.

**PRESENTATION OF CANDIDATES FOR COMPLETION (Junior High School)**

The Schools Division Superintendent, Susan S. Collano, represented by \_\_\_\_\_, Sir/Madam I have the honor to present to you \_\_\_\_\_ candidates for completion, \_\_\_ are boys \_\_\_\_\_ are girls. Based on records I certify that they have satisfactorily completed the requirements for Junior High School prescribed by the Department of Education under the K to 12 Basic Education Curriculum.

They are now ready for your recognition.

**PRESENTATION OF CANDIDATES FOR MOVING UP (Kindergarten)**

The Schools Division Superintendent, Susan S. Collano, represented by \_\_\_\_\_, Sir/Madam I have the honor to present to you \_\_\_\_\_ candidates for moving up, \_\_\_ are boys \_\_\_\_\_ are girls. Based on records I certify that they have satisfactorily completed the requirements for Kindergarten prescribed by the Department of Education under the K to 12 Basic Education Curriculum.

They are now ready for your recognition.

**PRESENTATION OF CANDIDATES FOR GRADUATION (Senior High School)**

The Schools Division Superintendent, Susan S. Collano, represented by \_\_\_\_\_, Sir/Madam I have the honor to present to you \_\_\_\_\_ candidates for graduation, \_\_\_\_\_ are boys \_\_\_\_\_ are girls. Based on records I certify that they have satisfactorily completed the requirements for Senior High School prescribed by the Department of Education under the K to 12 Basic Education Curriculum.

They are now ready for your confirmation.

Enclosure no. 4 to DM no. 144

**ASSIGNMENT OF SCHOOLS DIVISION SUPERINTENDENT REPRESENTATIVE  
DURING GRADUATION RITES**

<b>MUNICIPALITY</b>	<b>ELEMENTARY &amp; Secondary</b>
1. BAGAMANOC	Edgar A. Rima
2. BARAS	Jezrahel T. Omadto
3. BATO	Nino Gerard C. Ceneta
4. SAN MIGUEL	Gina B. Pantino
5. CARAMORAN	Amelia B. Cabrera
6. PANDAN	Frankie Turalde
7. GIGMOTO	Aroline T. Borja
8. PANGANIBAN	Gina Templonuevo
9. VIGA	Jesslyn T. Taway
10. SAN ANDRES	Gina L. Custodio
11. VIRAC	Cynthia T. Soneja/Romel G. Petajen



Republic of the Philippines  
**Department of Education**  
Region V - Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

Enclosure no. 5 to DM no. 104

**EVALUATION SHEET FOR GRADUATION CEREMONIES**

School:

District:

School Head:

<b>I - TIME</b>				
Indicators	Observed (5 pts.)	Partially Observed (3 pts.)	Not Observed (1 pt.)	Remarks
1. Graduation Ceremonies started on time				
2. Duration of the program is reasonable (not more than 2 hours)				
<b>II - PROGRAM</b>				
3. Program is organized, simple and presentable				
4. Program is free from errors and /misprints				
<b>III - FLOW OF THE PROGRAM</b>				
5. Numbers in the program strictly followed				
6. Speeches were delivered accordingly and appropriately				
7. Protocols of speakers observed				
8. One-time distribution of awards				
<b>IV - ATTIRE</b>				
9. Pupils/students, teachers, parents, guests, and visitors				



Republic of the Philippines  
**Department of Education**  
 Region V - Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

observed proper attire. (as agreed)				
<b>V - ORDERLINESS</b>				
10. Venue prepared appropriately				
11. Audience/Attendees seated accordingly in designated areas.				
12. Crowd properly managed				
13. Authorized Photographers stay in designated areas/place				
14. Proper appreciation of presentations				
15. Processional and RcccSSIONAL well - organized.				
<b>VI - HEALTH PROTOCOLS</b>				
16. Facemask worn throughout the program.				
17. Attendees seated at assigned seats at least 1 meter apart.				
18. No shaking of hands or any physical contact				
19. Only one parent/guardian is allowed to accompany each graduate.				
20. Secured parental consent				
<b>TOTAL</b>				

**RATING (TOTAL SCORE)** \_\_\_\_\_

**ADJECTIVAL RATING:** \_\_\_\_\_



Republic of the Philippines  
**Department of Education**  
Region V - Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

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Rating Scale: Adjectival Rating

95 - 100	Excellent
90 - 94	Very satisfactory
86 - 89	Satisfactory
80 - 85	Fair
76 - 79	Poor

General Remarks/Comments/Suggestion

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Name and Signature of Evaluator