



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

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date: MAR 10 2020

Time: 8:59

Initial/Signature: _____

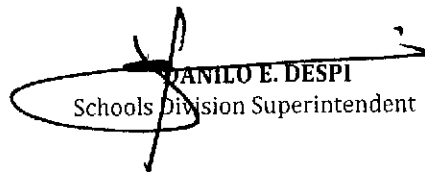
March 10, 2020

DIVISION MEMORANDUM
 OSDS-DM- 95 S. 2020

2020 DEPED END-OF-SCHOOL-YEAR RITES

To: Assistant Schools Division Superintendent
 Chiefs, CID & SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All concerned

- As stipulated in DepEd Order No. 002, s. 2020 in line with the government's austerity program, the conduct of end-of-school-year rites should be simple, solemn and meaningful.
- To have an orderly conduct of the ceremonies, this office is furnishing the field with the template and set of guidelines to be followed as discussed during the Division ManCom Meeting on February 20, 2020.
- Schools are also advised to submit the schedule of the End of School Year Rites (by district) for scheduling of the Confirming Officer.
- For information, guidance and wide dissemination.


DANILO E. DESPI
 Schools Division Superintendent

Encl:

References:

To be indicated in the Perpetual Index

Under the following subjects:

SCHOOL-YEAR-END RITES PROGRAMS SCHOOL LEARNERS

DM 2020 DEPED END-OF-SCHOOL-YEAR RITES
 0001/ March 10, 2020





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SAMPLE GRADUATION PROGRAM

Theme: " Sulong Edukalidad: Pagtataguyod sa kinabukasan ng Bayan" (Filipino version)

"Sulong Edukalidad: Championing the Nation's Future" (English version)

Processional	(Solemn-No lengthy introduction)
Pambansang Awit	(To be led by a teacher knowledgeable to conduct the Pambansang Awit) maybe sung by the participants and the audience either acapella or with accompaniment
Prayer	(Solemn-no dance interpretation) maybe an Ecumenical/Interfaith Prayer
Opening Song	Graduating Class (optional)
Welcome/Opening Message	(by the 2 nd highest official of the school) Head Teacher or Master Teacher-shall focus on the significance Of the ceremony
Presentation of Candidates for Graduation	School Principal
Confirmation of Graduation	(by the highest DepEd Official present)
Reading of Message of the Secretary	(by the highest DepEd Official present)
Distribution of Diploma and giving of Honors to the graduates	(the Graduates will go to the stage just once with the parents)
Introduction of the Guest Speaker	(by School Principal)
Message of the Guest Speaker	
Pledge of Loyalty	(by the Gr. 6 or Gr. 12 Ass. President)
Induction of Alumni Ass. (optional)	(by the President of the Alumni Ass.)
Words of Gratitude	(by the Graduate with highest honor and with Leadership Award, maybe delivered in English or Filipino)
Closing Message	State of the School Address highlighting the achievement of the School along access, quality and governance for 5-7 minutes
Closing Song of the Graduates	
Recessional	





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Confirmation Messages

CONFIRMATION

(for Grade 6 and Senior High School)

By the authority delegated to me by the Schools Division Superintendent Danilo E. Despi/and upon the recommendation of your School Principal/Head Teacher, (name of the Principal/Head Teacher), that you have satisfactorily completed the requirements of Elementary Education/Secondary Education, prescribed by the K to 12 Basic Education Curriculum of the Department of Education, I hereby **confirm** your **Graduation** ceremonies this ____ day of April 2020 at (address of the school). You are now eligible to (enrol in Junior high School/pursue any of the four curriculum exits of the Senior High School).
CONGRATULATIONS!

COMPLETION/MOVING-UP

(for Kindergarten and Junior High School)

By the authority delegated to me by the Schools Division Superintendent Danilo E. Despi/and upon the recommendation of your School Principal/Head Teacher, (name of the Principal/Head Teacher), that you have satisfactorily completed the requirements of Kindergarten Education/Junior High School, prescribed by the K to 12 Basic Education Curriculum of the Department of Education, I hereby **recognize** your **Moving Up/Completion** ceremonies this ____ day of April 2020 at (address of the school). You are now eligible to enrol in (Grade 1/Senior High School). **CONGRATULATIONS!**





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DIRECTORY

Department of Education Officials

LEONOR MAGTOLIS BRIONES

Secretary of Education

GILBERT T. SADSAD

Regional Director

JESSIE L. AMIN

Assistant Regional Director

DANILO E. DESPI

Schools Division Superintendent

MA. LUISA T. DELA ROSA

Asst. Schools Division Superintendent

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS)

ATTY. MARIANNE C. TUD	Attorney III
JENNIFER B. METICA	Information Technology Officer I
ANGELO JAMES O. AGUINALDE	Accountant III
EVA S. TOLENTINO	Admin. Officer V (Admin.)
MA. CIELO C. TUBALE	Admin. Officer V (Budget)
MARICHELLE B. LLAVE	Admin. Officer IV (Personnel)
CRISTINA T. BARRAMEDA	Admin. Officer IV (Supply)
ELIZABETH R. IFURONG	Admin. Officer IV (Records)
LIZA R. BERNARDO	Admin. Officer IV (Cashier)

CURRICULUM IMPLEMENTATION DIVISION (CID)

MA. LUISA T. DELA ROSA OIC, Chief Education Supervisor

Instructional Management

AMELIA B. CABRERA	Education Program Supervisor
GINA L. CUSTODIO, Ed.D.	Education Program Supervisor
JEZRAHEL T. OMADTO	Education Program Supervisor
GINA B. PANTINO, Ed.D.	Education Program Supervisor
ROMEL G. PETAJEN	Education Program Supervisor
NELSON T. SICIO	Education Program Supervisor
CYNTHIA T. SONEJA	Education Program Supervisor
MA. GINA M. TEMPLONUEVO, Ed.D.	Education Program Supervisor
FRANKIE T. TURALDE	Education Program Supervisor





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Learning Resource Management

JESSLYN T. TAWAY, Ed.D. Education Program Supervisor
PEACHIE ROSHELLE T. CHAVEZ Librarian II
JOGENE ALILY C. SAN JUAN Project Development Officer

District Instructional Management

ELIAS V. ABUNDO PSDS-VIRAC NORTH DISTRICT
ERLINDA C. BORBE PSDS-BARAS SOUTH DISTRICT
DELFIN I. DE LEON PSDS-CAR. NORTH/SOUTH DISTRICT
MERLY T. GONZALES PSDS-VIRAC SOUTH DISTRICT
NELSON I. ISORENA PSDS-PANDANEAST/WEST DISTRICT
HENRY T. MARIN PSDS-GIGMOTO DISTRICT
EDGAR A. RIMA PSDS-SAN ANDRES EAST DISTRICT
MIGUELITO T. RODRIGUEZ PSDS-BATO EAST DISTRICT
BELEN T. TAPAS PSDS-SAN MIGUEL SOUTH DISTRICT
BRENDA V. VILLAREY PSDS-PANGANIBAN DISTRICT
TIMMY T. ALCANTARA SPII, Incharge of the District-SAN MIGUEL NORTH
JOSE T. ARCILLA JR. SPII, Incharge of the District-BARAS NORTH
DELIA P. LAZARO SP II, Incharge of the District-SAN ANDRES WEST
CLARISSA G. MAGDARAOG SP I, Incharge of the District-VIGA EAST DISTRICT
JOSELITO T. RUIZ SP II, Incharge of the District-VIGA WEST
RUTH B. SORRERA SP II, Incharge of the District-BATO WEST
NIEVA DJ. TUIBEO SP II, Incharge of the District-BAGAMANOC SOUTH
NOE M. VILLAMARTIN SP I, Incharge of the District-BAGAMANOC NORTH

Alternative Learning System

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

SCHOOL GOVERNANCE AND OPERATION DIVISION (SGOD)

MIGUEL C. OGALINOLA Chief Education Supervisor
MARY JEAN S. ROMERO Education Program Supervisor

School Management Monitoring and Evaluation

SARAH S. CHIONG Senior Education Program Specialist
AQUILLES v. ALBERTO II Education Program Specialist II

Social Mobilization and Networking

MARIA IMELDA S. ABEJO Senior Education Program Specialist
MARIFE B. BREQUILLO Education Program Specialist II
MARIA AUDREA L. VIVO Project Development Officer II (DRRM)

Planning and Research

RAQUEL L. PAHUYO Senior Education Program Specialist
REY C. BONAYON Planning Officer III





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Human Resource Development

AROLINE T. BORJA Senior Education Program Specialist

Physical Education Facilities

RODGER A. MATIENZO Engineer III

School Health and Nutrition

KRISTINE G. SANTELICES Medical Officer III

AMYLOU B. CELSO Dentist II

HIDELITA G. POSADA Dentist II

YOUTH FORMATION AND DEVELOPMENT

ROSARIO B. VEGIM Project Development Officer I

EVA T. CARIÑO Project Development Officer I





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Evaluation Tool for the End-of-School-Year Rites

**EVALUATION TOOL FOR GRADUATION RITES
 SCHOOL YEAR 2019-2020**

Description: This evaluation instrument is designed to evaluate the conduct of Graduation Rites in the different schools of the Division of Catanduanes to ensure simplicity, solemnity and meaningful celebration.

Direction: Please tick (/) the appropriate column and provide the information requested.

School Profile:

Name of School: _____ **School Head** _____ **Position** _____ **Address:**
 _____ **District** _____

Rating Scale:

5- Highly Evident 4 - Evident 3- Partially Evident 2- Not Evident

Indicators	5	4	3	2	Remarks
1. Processional - 10%					
<ul style="list-style-type: none"> Started on time as indicated in the program. Participated in by all graduating students, parents, school personnel and guests, spontaneous, solemn and orderly marching of the participants. 					
Other Remarks. Please specify _____					Total score ____ x.10= _____
2. The Graduation Rites Program - 15 %	5	4	3	2	Remarks
<ul style="list-style-type: none"> Prepared according to standards as per Div. Memorandum No. __, s. 2020 Free from clerical errors, omission erasures, and clearly printed. Simple but presentable 					
Other remarks. Please specify _____					Total score ____ x.15= _____
3. Delivery of the program - 40%	5	4	3	2	Remarks
<ul style="list-style-type: none"> Spontaneous conduct of the Philippine National Anthem and Prayer. Remarks and Speeches were not too lengthy and delivered clearly and eloquently. Speeches/Messages ideas focused to the celebration. Chorus/Songs rendered with harmony and appropriate to the ceremony. Systematic turn-over of numbers in the program 					





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<ul style="list-style-type: none"> • Recessional observed orderly. • Organized picture taking during the program. • Participants/Audience are attentive and orderly until the program ends. 						
Other remarks. Please specify _____						Total score ____ x.40=
4. The Master of Ceremonies- 15 %	5	4	3	2	Remarks	
<ul style="list-style-type: none"> • Delivered appropriate, short and concise introductions and remarks to speakers/numbers presented. • Diction and pronunciation • Voice projection and over-all Appearance 						
Other remarks. Please specify _____						Total score ____ x.15=
5. Accommodation and Decoration- 20%	5	4	3	2	Remarks	
<ul style="list-style-type: none"> • Usher/Usherettes facilitated the proper accommodation of participants and guests. • Graduates and parents and guests are seated comfortably and arranged accordingly. • Stage and hall were decorated simply and appropriately. • Stage Backdrop readable and complete (as specified in the program) 						
Other remarks. Please specify _____						Total score ____ x.20=
TOTAL (100%)						_____%

Evaluated by:

 Name and Signature of Evaluator/Position

NOTED:

 Name and Signature of Public Schools District Supervisor

