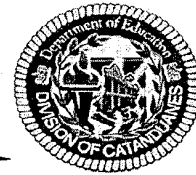




*Republic of the Philippines*  
**Department of Education**  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



March 3, 2014

Memorandum to:

Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads

Attached is the text of the presentation and confirmation of the candidates for graduation for the preschool, elementary, and secondary levels. Take note of its contents and find time to practise on how to deliver it correctly.

The school head is the right person who will present the candidates for graduation to the Schools Division Superintendent or to his authorized representative who in turn shall confirm the graduation.

For widest dissemination and compliance.

RMZ

**JOSE L. DONCILLO, CESO VI**

Assistant Schools Division Superintendent  
Officer-in-Charge

## PRESENTATION AND CONFIRMATION OF THE CANDIDATES FOR GRADUATION

### Preschool Level – Presentation

The representative of the Schools Division Superintendent, Mr. \_\_\_\_\_, may I present to you the (indicate the number) preschool pupils, school year \_\_\_\_\_ of \_\_\_\_\_ Elementary School, who have satisfactorily completed the Early Childhood Education Curriculum as prescribed by the Bureau of Elementary Education Division, Department of Education for your confirmation this \_\_\_th day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

### Preschool Level– Confirmation

By the authority vested in me by the Department of Education through the Schools Division Superintendent and upon the recommendation of your school principal, Mr. \_\_\_\_\_, that you have satisfactorily completed the Early Childhood Education Curriculum as prescribed by the Bureau of Elementary Education Division, I hereby confirm you graduates of \_\_\_\_\_ Elementary School this \_\_\_th day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

{ Tassels to the right! } Congratulations!....Thank you.

### Elementary Level – Presentation

The representative of the Schools Division Superintendent, Mr. \_\_\_\_\_, may I present to you the (indicate the number) Grade Six pupils, school year \_\_\_\_\_ of \_\_\_\_\_ Elementary School, who have satisfactorily completed the Basic Education Curriculum as prescribed by the Bureau of Elementary Education Division, Department of Education for your confirmation this \_\_\_th day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

### Elementary Level – Confirmation

By the authority vested in me by the Department of Education through the Schools Division Superintendent and upon the recommendation of your school principal, Mr. \_\_\_\_\_, that you have satisfactorily completed the Basic Education Curriculum as prescribed by the Bureau of Elementary Education Division, I hereby confirm you graduates of \_\_\_\_\_ Elementary School this \_\_\_th day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

{ Tassels to the right! } Congratulations!....Thank you.

### Secondary Level – Presentation

The representative of the Schools Division Superintendent, Mr. \_\_\_\_\_, may I present to you the (indicate the number) Fourth Year High School Students, school year \_\_\_\_\_ of \_\_\_\_\_ National High School, who have satisfactorily completed the Basic Education Curriculum as prescribed by the Bureau of Secondary Education Division, Department of Education for your confirmation this \_\_\_th day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

**Secondary Level - Confirmation**

By the authority vested in me by the Department of Education through the Schools Division Superintendent and upon the recommendation of your school principal, Mr.\_\_\_\_\_, that you have satisfactorily completed the Basic Education Curriculum as prescribed by the Bureau of Secondary Education Division, I hereby confirm you graduates of \_\_\_National High School this\_\_th day of\_\_\_\_,\_\_\_\_at\_\_\_\_, Philippines.

(Tassels to the right!) Congratulations!....Thank you.