

26 February 2016


DIVISION MEMORANDUM

No. 24 s. 2016

**REITERATION ON SIMPLE AND AUSTERE CONDUCT OF GRADE 6 GRADUATION RITES
AND GRADE 10 COMPLETION DAY**

TO: OIC-Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisor
Elementary and Secondary School Heads

1. Pursuant to DepEd Order No. 7. S. 2016 entitled "School Year (SY) 2015-2016 End of School Year Rites", thus this Office directs all schools to strictly comply with policies stipulated in the Order which may be downloaded from www.depedantipolo.com or www.deped.gov.ph.
2. Enclosed is this Memorandum are standards and additional guidelines in holding graduation ceremonies, sample program and other relevant information.
3. For your guidance and strict compliance.



DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. 24 s. 2016

ADDITIONAL GUIDELINES IN HOLDING GRADUATION RITES

Austerity must be the foremost consideration in holding graduation rites, thus all schools are instructed to do the following:

1. The program must be brief and simple, free from any form of extravagance.
2. The cover of the program shall indicate the name of school, date, time, place and theme of graduation.
3. The graduation program shall include the following:
 - a. List of Honor Pupils;
 - b. List of Graduating Pupils (Surname first);
 - c. Message of the City Mayor, Congressman of the respective district, Schools Division Superintendent, Assistant Schools Division Superintendent, District Supervisor, and Elementary School Head;
 - d. City Officials, Gen. PTA / PTCA
 - e. List of DepEd, Regional and Division Officials.
4. School ground must be the venue if not possible, consent of the parent of graduating class must be sought and clearance must be obtained from the Division Office.
5. **Schools must not negotiate with suppliers of corsage and lei and / or photo services for pupils/students.**
6. Official acknowledgement of the guests, city officials PTA and other local officials by the school principal before the presentation of the graduating class.
7. Class advisers concerned shall call the names of the graduating student, first name first.
8. Real diploma, not photocopy should be distributed during the graduation rites with the following specifications:
 - Name of graduating pupil/student: Font-Formal; Font Size-28
 - LRN: Font Courier New; Font Size 9
 - Honor/Place: Font-Cambria; Font Size-11
9. The initial of the monitoring officials as well as advisers under the name of principals or under the name of the Schools Division Superintendent is not necessary.

Enclosure No. 2 to Division Memorandum No. 24 s. 2016

STANDARDS ON THE CONDUCT OF GRADUATION RITES
School Year 2015-2016

This checklist will serve as guide for schools in the preparation and conduct of graduation ceremony.

INDICATORS
<i>Physical Facilities</i>
1. Venue is appropriate for the occasion.
2. Chairs are enough for the graduates, visitors, teachers, and guests.
3. Stage decoration is simple, meaningful and in good taste.
4. Sound system is clear, audible, and in good working condition.
5. Surroundings are clean before, during, and after the activity.
<i>Conduct of the Graduation Exercises</i>
6. Ceremony starts on time.
7. The prescribed parts of the program are followed.
8. Graduates use school uniform as prescribed.
9. Principal/District Supervisor and teachers are in proper attire.
10. Austerity is observed in the conduct of the ceremony.
11. Graduates were well-behaved/well-disciplined.
12. Audience including photographers is well-behaved/well-disciplined.
13. Guests are punctual and properly introduced.
14. Real diplomas are distributed to graduates during the graduation rites.
15. Appropriate music is played during the distribution of certificates.
<i>Involvement</i>
16. 100% attendance of graduates is evident.
17. 100% attendance of teachers is evident.
18. 100% participation of school personnel and parents in planning and preparing for the activity.
19. Attendance of school heads and teachers of elementary and secondary levels within the district is noted.

Enclosure No. 3 to Division Memorandum No. 24 s. 2016

PAARALANG ELEMENTARYA NG _____

PALATUNTUNAN

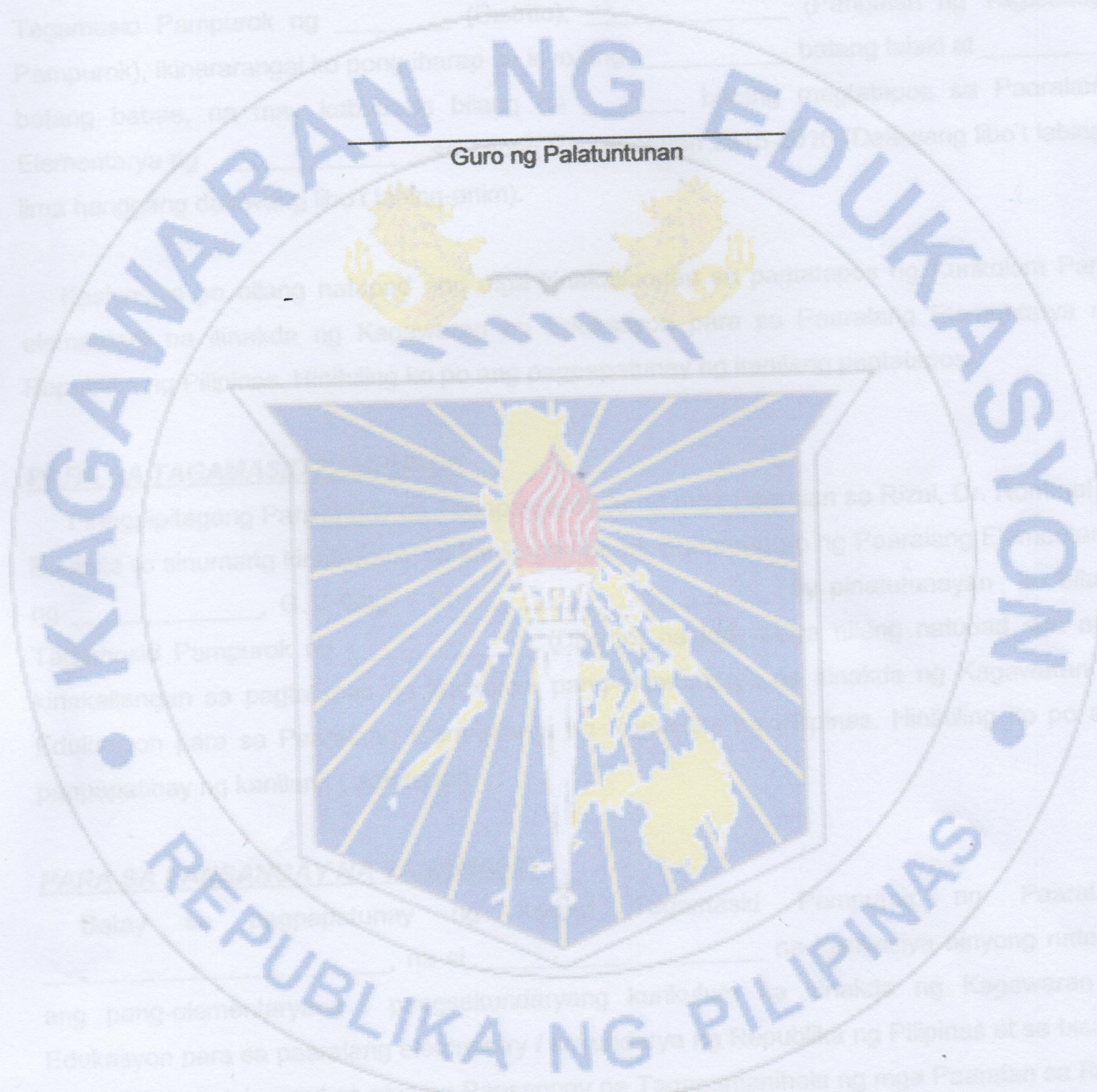
Tema: "Kabataang Mula sa K to 12 Tagapagdala ng Kaunlaran sa Bansang Pilipinas"

- I. Pagpasok ng mga Magsisipagtapos, Mga Magulang, Mga Guro, at mga Panauhin
- II. Pambansang Awit ng Pilipinas
"Lupang Hinirang" _____ Gurong Kukumpas
- III. Panalangin _____
Himno ng CALABARZON _____ Gurong Kukumpas
Himno ng Lalawigan
Himno ng Antipolo
- IV. Pambungad na Pananalita _____ Punongguro
- V. Pagbati _____ Punong Lungsod ng Antipolo
- VI. A. Pagpapakilala sa mga Magsisipagtapos _____ Punongguro
B. Pagpapatunay ng Pagtatapos _____ **DORIS DJ. ESTALILLA**
OIC- Assistant Schools Division
Superintendent
C. Pagpapatibay ng Pagtatapos _____ **DR. ROMMEL C. BAUTISTA, CESO V**
Pansangay na Tagapamahala ng mga
Paaralan
- VII. Paggagawad ng Katibayan
ng Pagtatapos _____ **DR. ROMMEL C. BAUTISTA, CESO V**
Tagamasid Pampurok
Punongguro
- VIII. Paggawad ng Medalya sa mga Batang
Nagtamo ng Karangalan _____ Mga Magulang
Punongguro
Punong Bayan
Punong Barangay/Lokal na Opisyal
- IX. Pagbati _____ Punong Lalawigan
Kinatawan, Unang/Ikalawang Distrito
Punong Bayan
- X. Pagpapakilala sa Panauhing Tagapagsalita _____ Guro
- XI. Payo sa mga Nagsipagtapos _____ Panauhing Tagapagsalita
- XII. Pananalita ng Batang Nagkamit
ng Unang Karangalan _____ Unang Karangalan
- XIII. Panunumpa ng mga Nagsipagtapos _____ Ikalawang Karangalan

XIV. Awit ng Pagtatapos
"Paaralang Minamahal" ----- Gurong Kukumpas
Himno ng Paaralan ----- Gruong Kukumpas

XV. Paglabas ng mga Panauhin, mga Guro, mga Magulang
at mga Nagsipagtapos

Guro ng Palatuntunan



Enclosure No. 4 to Division Memorandum No. 24 s. 2016**PAGPAPAKILALA, PAGPAPATUNAY AT PAGPAPATIBAY NG PAGTATAPOS****PARA SA PUNONG-GURO (ELEMENTARYA)**

Pinagpipitagang Pansangay na Tagapamanihala ng mga Paaralan sa Rizal, Dr. Rommel C. Bautista (o sinumang kinatawan), Pansangay na Tagamasid, _____, Tagamasid Pampurok ng _____ (Distrito), _____ (Pangalan ng Tagamasid Pampurok), ikinararangal ko pong iharap sa inyo ang _____ batang lalaki at _____ batang babae, na may kabuuang bilang na _____ batang magtatapos sa Paaralang Elementarya ng _____ sa Taong Pampaaralan 2015-2016 (Dalawang libo't labing-lima hanggang dalawang libo't labing-anim).

Kasiyasiya po nilang natupad ang mga kinakailangan sa pagtatapos ng Kurikulum Pang elementary na itinakda ng Kagawaran ng Edukasyon para sa Paaralang Elementarya ng Republika ng Pilipinas.-Hinihiling ko po ang pagpapatunay ng kanilang pagtatapos.

PARA SA TAGAMASID PAMPUROK

Pinagpipitagang Pansangay na Tagapamanihala ng mga Paaralan sa Rizal, Dr. Rommel C. Bautista (o sinumang kinatawan), sa kahilingan po ng Punong-guro ng Paaralang Elementarya ng _____, G. / Gng. / Bb. _____, ay pinatutunayan ko bilang Tagamasid Pampurok ng _____ (Distrito) na kasiyaisya nilang natupad and mga kinakailangan sa pagtatapos ng kurikulum pang-elementarya na itinakda ng Kagawaran ng Edukasyon para sa Paaralang Elementarya ng Republika ng Pilipinas. Hinihiling ko po ang pagpapatibay ng kanilang pagtatapos.

PARA SA PANSANGAY NA TAGAMASID

Batay sa pagpapatunay ng inyong Tagamasid Pampurok ng Paaralang _____, na si _____ na kasiyasiya ninyong natapos ang pang-elementaryang / pangsekundaryang kurikulum na itinakda ng Kagawaran ng Edukasyon para sa paaralang elementary / sekundarya ng Republika ng Pilipinas at sa bisa ng kapangyarihan iginawad sa akin ng Pansangay na Tagapamanihala ng mga Paaralan sa Rizal, Dr. ROMMEL C. BAUTISTA ay pinagtibay ko ang inyong pagtatapos ngayong ika- _____, dalawang libo't labing-anim dito sa Paaralang Elementarya ng _____.

Bilang katunayan ay ipinagkakaloob ko ang inyong katibayan.

Binabati ko kayo!

Enclosure No. 5 to Division Memorandum No. 24 s. 2016

Program for Completion Day

- I. Processional ----- Guests
School Head / Teachers /
Students / Parents
- II. National Anthem ----- (assigned teacher)
- III. Doxology ----- (assigned teachers)
CALABARZON March
Rizal Hymn
Antipolo Hymn
- IV. Opening Remarks ----- School Head
- V. Message ----- Governor / Congressman
Mayor
- VI. Distribution of Certificates ----- School Head / Parents /
Teachers / Guest/s
- VII. Message of the Student ----- Rank 1 Student
- VIII. Closing Remarks ----- GPTA President

Master of Ceremony