

14 March, 2016

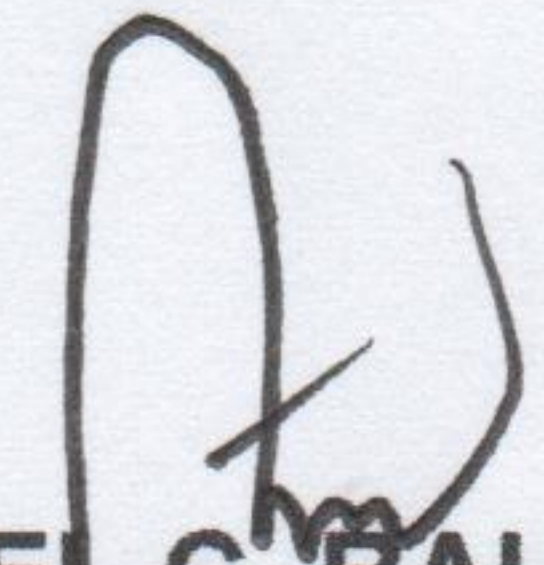
DIVISION MEMORANDUM

No. 030 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
All Others Concerned

1. Pursuant to DepEd Order No. 7. S. 2016 entitled "School Year (SY) 2015-2016 End of School Year Rites", this Office directs all schools to strictly comply with policies stipulated in this DepEd Order.
2. The **Standards on the Conduct of Graduation/Completion Rites Template (M&E Tool)** to be used by the evaluators is attached to this Memorandum.
3. The evaluators are the PSDS, School Heads of the same district, and one teacher from each school of the same district.
4. Each school is required to assign one (1) personnel to be in charge of distribution and retrieval of the M&E template from the evaluators. The answered template should be placed in an envelope and submit to the division office **Attention: Mrs. ISABEL M. GONZALES, Monitoring and Evaluation** a day after the ceremony.
5. For your guidance and strict compliance.


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

STANDARDS ON THE CONDUCT OF GRADUATION/COMPLETION RITES
School Year 2015-2016
QUESTIONNAIRE-CHECKLIST FOR EVALUATORS

Name: _____

Date: _____

District: _____

School: _____
(being evaluated)

Directions: Please rate your evaluation on the conduct of Graduation/Completion Rites in the school by placing a check mark (/) on the scale provided.

Scale	Range	Verbal Interpretation
4	3.50-4.0	Very High Extent (VHE)
3	2.50-3.49	High Extent (HE)
2	1.50-2.49	Low Extent (LE)
1	1.00-1.49	Very Low Extent (VLE)

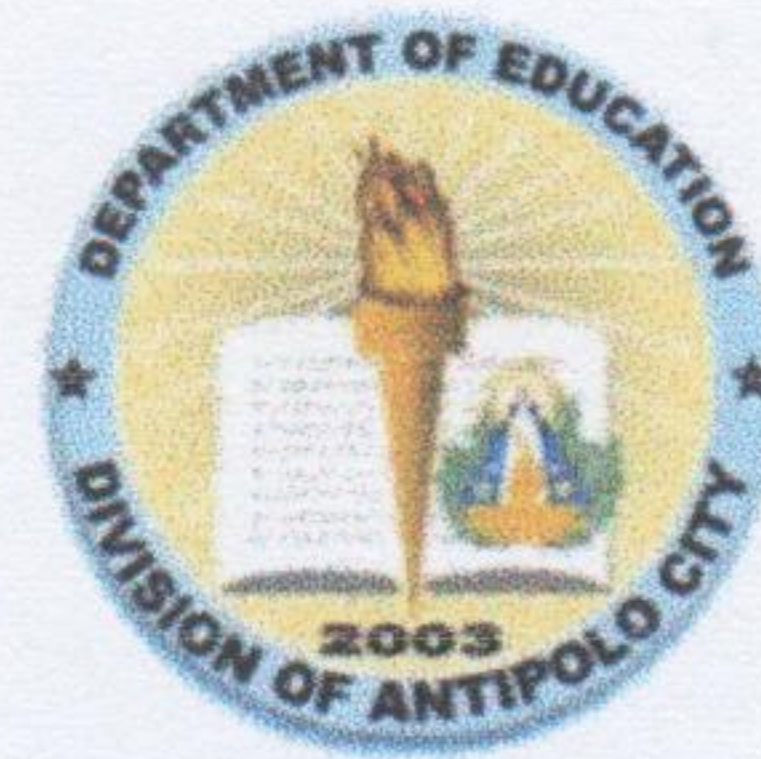
VHE- all the indicators are met

HE - one or two indicators are not met

LE - some indicators are not observed

VLE- very few of the indicators are observed

A. Physical Facilities	4 (VHE)	3 (HE)	2 (LE)	1 (VLE)
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.				
B. Conduct of the Graduation Rites				
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/simplicity is observed in the conduct of the ceremony.				
11. Graduates/Completers were well-behaved/well-disciplined.				
12. Audience, including photographers, are well-behaved/well-disciplined.				



13. Guests are punctual and properly introduced/acknowledged.				
14. Real diplomas/certificates are distributed to graduates/completers during the ceremony.				
15. Appropriate music is played during the distribution of certificates.				
16. Pupils/students are properly called. (first name first)				
C. Involvement				
17. 100% attendance of graduates is evident.				
18. 100% attendance of teachers is evident.				
19. 100% participation of school personnel and parents in planning and preparing for the activity is observed.				
20. Attendance of school heads and teachers of elementary and secondary levels within the district is noted.				
TOTAL				

Please give comments and suggestions for the improvement of succeeding programs.

1. _____
2. _____
3. _____

Signature of Evaluator
