

**UNNUMBERED MEMORANDUM**

TO : All Elementary and Secondary Principals / OICs  
Teachers-In-Charge, Head Teachers  
All Others Concerned

FROM : *Region*  
*for:* **DR. MERTHEL M. EVARDOME**  
Officer-In-Charge  
Office of the Schools Division Superintendent

SUBJECT : **REITERATION ON DEPED ORDER NO. 3 S. 2015**

DATE : March 20, 2015

In pursuance of DepEd Order No. 3 s. 2015 dated February 26, 2015 entitled " 2015 Graduation Rites" this Office reiterates to all school heads to strictly follow / observe policies which is in line with the governments authority program as stated in the order reads as...

- a. Expenses relative to the Graduation Rites should be charged to the school Maintenance and other Operating Expenses (MOOE) under the 2015 Budget;
- b. Any DepEd personnel **should not be allowed to collect any graduation fees or any kind of contribution;**
- c. Parent-Teachers Associations (PTAs) may give donations in cash or in kind; and
- d. Contribution for the annual yearbook, if any should be on a **voluntary basis.**

In addition, this Office ensures that all graduates have allotment of Php 250.00 each chargeable to school MOOE fund to be spent for graduation expenses.

Collections and other graduation requirements which are not in accordance with DepEd Order No. 3 s. 2015 are not allowed and discouraged.

Immediate dissemination and strict compliance with this Memorandum is directed.