


UNNUMBERED MEMORANDUM:

TO : All Private Secondary Schools with Government Permit/Recognition

FROM : 
MERTHEL M. EVARDOME Ed. D.
OIC-Office of the Schools Division Superintendent

SUBJECT : SUBMISSION OF APPLICATION FOR ISSUANCE OF SPECIAL ORDER FOR GRADUATING STUDENTS, SY 2014 – 2015

DATE : January 5, 2015

Please be reminded that the submission of Application for Special Order Number shall be filed by the school to the Division Office at least **sixty (60) days** before the end of the academic year.

Hereunder are the requirements for the issuance of Special Order (S.O.) Numbers for Secondary Graduating students:

1. Duly accomplished application for Special order signed by the School Registrar / Principal
2. List of Students who are candidates for graduation in alphabetical order (separate column for the boys and column for the girls)
3. Form IX / Secondary Graduation Form (Summary of Courses, total units earned and Grades)
4. Secondary Permanent Record / Form 137-A (Elementary Permanent Record / Form 137-B must be attached)
5. The Permanent Record and Secondary graduation Form must be accomplished properly (indicating the correct date)
 - Correct full name (First, Middle and Surname)
 - Correct Address
 - Correct date and place of birth
 - Year of Enrolment: No. of Days, No. of Units earned
 - Total Average
6. Certificate of summer with grades during summer class (if needed)
 - Data of completion
 - Name of School

Failure to do shall invalidate your graduates for the particular school year and that certification or diploma issued to effect shall not be recognized by the Department.

FOR YOUR IMMEDIATE ACTION AND STRICT COMPLIANCE.