



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

31 Mar 2025


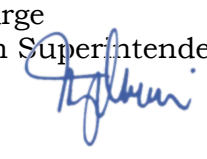
**DIVISION MEMORANDUM**

No. **052**, s. 2025

DISSEMINATION OF REGIONAL MEMORANDUM CLMD-2025-078  
(GUIDELINES FOR THE 2025 END-OF-SCHOOL-YEAR RITES)

To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Section and Unit Heads and Staff  
Public Elementary and Secondary School Heads

1. For the information and guidance of all concerned, enclosed is a copy of the Regional Memorandum CLMD-2025-078 dated March 21, 2025, titled **Guidelines for the 2025 End-of-School-Year Rites**.
2. For inquiries, contact the Office of the Schools Division Superintendent at [sarangani@deped.gov.ph](mailto:sarangani@deped.gov.ph).
3. Widest dissemination of and strict compliance with this Memorandum is directed.

  
**ATTY. NELYN B. FRINAL, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  


Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

COMMUNICATIONS  
CORRESPONDENCE

NBF/OSDS-PROPER/DM – dissemination of regional memorandum clmd-2025-078  
(guidelines for the 2025 end-of-school-year rites)  
0342/April 2, 2025





Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

21 Mar 2025

REGIONAL MEMORANDUM  
CLMD-2025-078

**GUIDELINES FOR THE 2025 END OF SCHOOL YEAR RITES**

To: Schools Division Superintendents

1. With reference to DepEd Order (DO) No. 009, s. 2024 titled Implementing Guidelines on the School Calendar and Activities for SY 2024-2025, SY 2024-2025 shall end on April 15, 2025. Thus, **the End of School Year (EOSY) Rites shall be any of the dates from April 14-15, 2025.**
2. The theme of the SY 2024-2025 EOSY rites shall be ***“Henerasyon ng Pagkakaisa: Kaagapay sa Bagong Pilipinas (Generation of Unity: Partners for the New Philippines.)*** The theme underscores the importance of unity and collective efforts in achieving a stronger and brighter future, emphasizing the crucial role of the current generation in supporting one another and working together toward a new and progressive Philippines.
3. This office allows earlier conduct of the EOSY rites only either on April 12 or April 13, 2025. Schools that intend to conduct their rites after April 15, 2025 are required to seek approval of the regional director with reasons or justifications for the late conduct of the activity.
4. The Department of Education reiterates the following policies:
  - a. Graduation and Moving Up Ceremonies should be simple yet meaningful. While these rites mark a milestone in the lives of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venues.
  - b. Non-academic projects articulated in **DO No. 66, s. 2017, entitled *Implementing Guidelines on the Conduct of Off-Campus Activities*** such as attendance to field trips, film showing, JS Promenade and other school events should not be imposed as requirements for graduation or completion.
  - c. For public schools, expenses relative to the activity shall be charged against the school's Maintenance and Other Operating Expenses (MOOE), subject to existing guidelines. No DepEd personnel shall be allowed to collect any kind of contribution or fee for the Graduation/Moving-up Ceremony.
  - d. The format of the certificate of completion and diploma must be in accordance with **Enclosure 1, pages 44 to 46 of DO No. 31, s. 2019, entitled *The Department of Education Service Marks and Visual Identity Manual*.**
  - e. Guidelines on awarding of honors to learners from Grade I to 12 as stipulated in **DO No. 36, s. 2016, entitled *Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program*** shall be followed; and









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*Enclosure 1 to Regional Memorandum CLMD-2025-078: Parts/Sequence of the Program*

**MOVING UP CEREMONY**  
(Kindergarten and Grade10)

**Parts of Program**

**I. Processional**

**II. Singing of the Philippine National Anthem**

- This may be sung acapella by all in attendance or with accompaniment following the standard measure.

**III. Prayer**

- The prayer should be reflective and representative of the diversity of the learners of the school.

**IV. Regional Hymn**

- This may be sung in acapella or with accompaniment.

**V. Other hymns sung in local ceremonies supported by local/executive order**

**VI. Welcome Address**

- This shall be delivered by the learner with Performance Award for Kindergarten/Grade 10 or Academic Excellence Award selected by the committee in-charge of the ceremony with the approval of the school head.
- This shall be delivered in **not more than 5 minutes**.

**VII. Opening Message**

- This shall be delivered by the School Head/Assistant Principal/Department Head/Teacher in **not more than 5 minutes**.
- This part shall focus on the significance of the ceremony, the school's academic performance and achievements and the role of the community in promoting quality basic education as an impact of partnership and shared governance.

**VIII. Messages**

- DepEd Secretary
- Regional Director
- Schools Division Superintendent

*Note: Only one (1) of the three (3) messages shall be read/delivered. The duly authorized representative of the RD/SDS shall read his message.*

**IX. Presentation of the Candidates for Completion**

- This shall be done by the School Head.





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**X. Confirmation of the Completers**

- This shall be performed by the highest DepEd Official present or his/her duly authorized representative.

**Note:** If there is no DepEd official from SDO, RO and CO during the ceremony, the Confirmation of Completers shall be done by the school head, while the Presentation of Candidates for Completion shall be done by the teacher with the highest designation/position.

**XI. Distribution of the Certificates of Completion**

The school shall devise a scheme to maximize the utilization of time in the distribution of certificates especially for schools with large number of completers

**XII. Awarding of Honors**

- The announcement of honors shall be in alphabetical order following this sequence – Highest Honors, High Honors, With Honors

**XIII. Introduction of the Guest Speaker**

- The introduction shall focus on the personal and academic background of the guest speaker and to highlight his/her major accomplishments in life.
- This shall be done in **not more than 2 minutes** by a teacher or Master of Ceremony.

**XIV. Inspirational Message**

- This shall be delivered by an invited successful alumna/alumnus/partner/sponsor.
- The message shall be done in **not more than 15 minutes**.

**XV. Singing of a Song of Celebration and Thanksgiving**

- The song shall be properly sung with harmony by the completers

**XVI. Closing Message**

- This shall be delivered by the School Head in **not more than 10 minutes**.
- The School Head shall wrap-up the ceremony, inspire parents to continue supporting the education of their children, acknowledge and thank stakeholders' contribution and support.

**XVII. Recessional**

**Note:** Only the completers, DepEd personnel and officials, guests, and colors/flag bearers (when available) shall be joining the processional and recessional.





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**GRADUATION CEREMONY**

(Grades 6 and Grade 12)

**Parts of Program**

**I. Processional**

**II. Singing of the Philippine National Anthem**

- This may be sung in acapella or with accompaniment following the standard measure.

**III. Prayer**

- The prayer should be reflective and representative of the diversity of the learners of the school.

**IV. Regional Hymn**

- This may be sung in acapella or with accompaniment.

**V. Other hymns sung in local ceremonies supported by local/executive order**

**VI. Welcome Address**

- This shall be delivered by the learner with Performance Award for Grade 6/Grade 12 or Academic Excellence Award selected by the committee in-charge of the ceremony with the approval of the school head.
- This shall be delivered in **not more than 5 minutes**.

**VII. Opening Message**

- This shall be delivered by the School Head/Assistant Principal/Department Head/Teacher in **not more than 5 minutes**.
- This part shall focus on the significance of the ceremony, the school's academic performance and achievements and the role of the community in promoting quality basic education as an impact of partnership and shared governance.

**VIII. Messages**

- DepEd Secretary
- Regional Director
- Schools Division Superintendent

*Note: Only one (1) of the three (3) messages shall be read/delivered. The duly authorized representative of the RD/SDS shall read his message.*





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**IX. Presentation of the Candidates for Graduation**

- This shall be done by the School Head

**X. Confirmation of the Graduates**

- This shall be performed by the highest DepEd Official present or his/her duly authorized representative.

**Note:** If there is no DepEd official from SDO, RO and CO during the ceremony, the Confirmation of Graduates shall be done by the school head, while the Presentation of Candidates for Graduation shall be done by the teacher with the highest designation/position

**XI. Distribution of Certificates/Diplomas**

The school shall devise a scheme to maximize the utilization of time in the distribution of diplomas especially for schools with large number of graduates.

**XII. Awarding of Honors**

- The announcement of honors shall be in alphabetical order following this sequence – Highest Honors, High Honors, With Honors.

**XIII. Appreciation Message**

- This shall be delivered by a graduate with Academic Excellence Award selected by the committee in-charge of the ceremony with the approval of the school head.
- The message shall be delivered in **not more than 5 minutes**.
- This part may highlight stories of success and triumphant experiences of the learners, their families, school, and the communities.

**XIV. Introduction of the Keynote Speaker**

- The introduction shall focus on the personal and academic background of the speaker and to highlight his/her major accomplishments in life.
- This shall be done in **not more than 2 minutes** by a teacher or Master of Ceremony.

**XV. Keynote Message**

- This shall be delivered by an **invited Alumnus/Alumna** who can provide inspiration to the graduates with his/her success and achievements in life after his/her stint with the school.
- The message shall be delivered in **not more than 15 minutes**.





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**XVI. Pledge of Loyalty**

- This shall be led by a graduate with Academic Excellence Award selected by the committee in-charge of the ceremony with the approval of the school head.

**XVII. Graduation Song**

- This part shall be a musical celebration reflective of the success of the entire class in learning. The song shall be of their choice and shall be properly sung to reflect the quality of education and experiences of the learners.

**XVIII. Closing Message**

- This shall be delivered by the School Head in **not more than 10 minutes**.
- The School Head shall wrap-up the ceremony, inspire parents to continue supporting the education of their children, acknowledge and thank stakeholders' contribution and support, and make announcements on upcoming school-related activities.

**XIX. Recessional**

**Note:**

- Only the graduates, DepEd personnel and officials, guests, and colors/flag bearers (when available) shall be joining the processional and recessional.





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*Enclosure 2 to Regional Memorandum CLMD-2025-078*

➤ **ELEMENTARY SCHOOLS**

**PRESENTATION OF CANDIDATES FOR COMPLETION**  
(KINDERGARTEN)

Good Morning/Afternoon! Sir/Madam, as the School Head/Principal of \_\_\_\_\_, I \_\_\_\_\_ (name of school head/Principal) have the honor to present to you the candidates for completion of School Year 2024-2025, composed of \_\_\_\_ boys and \_\_\_\_ girls with a total of \_\_\_\_\_. After scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for completion. I therefore certify that these candidates for completion have fully satisfied the requirements prescribed by the Department of Education under the Kindergarten Curriculum. Madam/Sir, they are now ready for your confirmation.

**CONFIRMATION OF COMPLETION**  
(KINDERGARTEN)

By virtue of the authority vested in me as the duly authorized representative of \_\_\_\_\_ (name/position) of the Department of Education, SOCCSKSARGEN Region/Schools Division of \_\_\_\_\_, and having been presented and duly certified by the School Head/Principal that you have satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed by the Department of Education, I now confirm you Kindergarten Completers of \_\_\_\_\_ (school) for School Year 2024-2025. You are now eligible to receive your certificate of completion. Congratulations!





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**PRESENTATION OF CANDIDATES FOR GRADUATION**  
(Grade 6)

Good Morning/Afternoon! Sir/Madam, as the School Head/Principal of \_\_\_\_\_, I \_\_\_\_\_ (name of school head/Principal) have the honor to present to you the candidates for graduation of School Year 2024-2025, composed of \_\_\_\_ boys and \_\_\_\_ girls with a total of \_\_\_\_\_. After scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for graduation. I therefore certify that these candidates for graduation have fully satisfied the requirements prescribed by the Department of Education under the Elementary Curriculum. Madam/Sir, they are now ready for your confirmation.

**CONFIRMATION OF GRADUATION**  
(Grade 6)

By virtue of the authority vested in me as the duly authorized representative of \_\_\_\_\_ (name/position) of the Department of Education, SOCCSKSARGEN Region/Schools Division of \_\_\_\_\_, and having been presented and duly certified by the School Head/Principal that you have satisfactorily completed the requirements of the Elementary Curriculum as prescribed by the Department of Education, I now confirm you Elementary Graduates of \_\_\_\_\_ (school) for School Year 2024-2025. You are now eligible to receive your certificate of graduation. Congratulations!





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➤ **SECONDARY SCHOOLS**

**PRESENTATION OF CANDIDATES FOR COMPLETION**  
(Grade 10)

Good Morning/Afternoon! Sir/Madam, as the School Head/Principal of \_\_\_\_\_, I \_\_\_\_\_ (name of school head/Principal) have the honor to present to you the candidates for completion of School Year 2024-2025, composed of \_\_\_\_ boys and \_\_\_\_ girls with a total of \_\_\_\_\_. After scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for completion. I therefore certify that these candidates for completion have fully satisfied the requirements prescribed by the Department of Education under the Junior High School Curriculum. Madam/Sir, they are now ready for your confirmation.

**CONFIRMATION OF COMPLETION**  
(Grade 10)

By virtue of the authority vested in me as the duly authorized representative of \_\_\_\_\_ (name/position) of the Department of Education, SOCCSKSARGEN Region/Schools Division of \_\_\_\_\_, and having been presented and duly certified by the School Head/Principal that you have satisfactorily completed the requirements of the Junior High School Curriculum as prescribed for Secondary Schools of the Department of Education, I now confirm you Junior High School Completers of \_\_\_\_\_ (school) for School Year 2024-2025. You are now eligible to receive your certificate of completion. Congratulations!





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**PRESENTATION OF CANDIDATES FOR GRADUATION**  
(Grade 12)

Good Morning/Afternoon! Sir/Madam, as the School Head/Principal of \_\_\_\_\_, I \_\_\_\_\_ (name of school head/Principal) have the honor to present to you the candidates for graduation of School Year 2024-2025, composed of (specify different strands) \_\_\_\_ boys and \_\_\_\_ girls with a total of \_\_\_\_\_. After scrutiny of the requirements submitted in my office, I have found that they have satisfactorily completed the requirements for graduation. I therefore certify that these candidates for graduation have fully satisfied the requirements prescribed by the Department of Education under the Senior High School Curriculum. Madam/Sir, they are now ready for your confirmation.

**CONFIRMATION OF GRADUATION**  
(Grade 12)

By virtue of the authority vested in me as the duly authorized representative of \_\_\_\_\_ (name/position) of the Department of Education, SOCCSKSARGEN Region/Schools Division of \_\_\_\_\_, and having been presented and duly certified by the School Head/Principal that you have satisfactorily completed the requirements of the Senior High School Curriculum as prescribed for Secondary Schools of the Department of Education, I now confirm you Senior High School Graduates of \_\_\_\_\_ (school) for School Year 2024-2025. You are now eligible to receive your diploma. Congratulations!





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Enclosure 3 to Regional Memorandum CLMD-2025-078

**ASSIGNMENT OF REGIONAL OFFICE PERSONNEL WHO SHALL REPRESENT THE REGIONAL DIRECTOR IN MOVING-UP AND GRADUATION CEREMONIES**

SDO ASSIGNMENT	NAME	DESIGNATION
COTABATO PROVINCE	AGNEY C. TARUC	EPS-FTAD
	NORMAN S. VALEROSO	EPS- QAD
	LEONARDO B. MISSION	EPS-CLMD
	CRISANTO M. BULADO	EPS-CLMD
GEN. SANTOS CITY	DAVE C. PRODIGO	EPS-HRDD
	NATHANIEL F. BANGOC	EPS-QAD
	JOSEPH RUSSEL M. FARNAZO	OIC-CAO
SOUTH COTABATO	MICHAEL A. POBLADOR	CES-QAD
	ARTURO D. TINGSON, Jr.	EPS-CLMD
	EMILY F. ENOLPE	OIC-CES
KORONADAL CITY	SHIENNA LYN L. ANTENOR	EPS-CLMD
	LUZ LALLI L. FERRER	CES-CLMD
	MA. LOURDES A. SANCHEZ	CES-FD
SARANGANI	GLENN A. BISNAR	CES-PPRD
	MA. ISABEL ROSIOS CUNANAN	EPS-CLMD
	MELINDA A. RIVERA	CES-FTAD
KIDAPAWAN CITY	RAFFY HERRERA	EPS-PPRD
	JADE T. PALOMAR	EPS-CLMD
	JAY-AR S. LIPURA	EPS-CLMD
TACURONG CITY	GRACE PATRICE M. MONDRAGON	EPS-QAD
	LOUELLA L. JABIDO	EPS-QAD
	CYNTHIA G. DIAZ	CES-CLMD
SULTAN KUDARAT	ROGER V. SUERTE	EPS-HRDD
	MAGDALENO C. DUHILAG, JR.	CES-ESSD
	REGAN B. DAGADAS	EPS-CLMD
<p><i>Note:</i> The Schools Division Office is enjoined to determine the schools whose Moving-up and Graduation Ceremonies shall be attended by the RO personnel and provide them the necessary assistance during their travel to schools and always ensure their safety and security.</p>		