



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

23 Mar 2026

DIVISION MEMORANDUM

No. **033**, s. 2026

**REITERATION OF GUIDELINES ON THE CONDUCT OF THE K TO 12 BASIC
EDUCATION PROGRAM END-OF-SCHOOL-YEAR RITES
FOR THE SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, education Program Supervisors
Public Schools District Supervisors, District Principal In-Charge
Schools Heads of Selected School
Other Concerned
This Division

1. Pursuant to DepEd Memorandum No. 015, s. 2026 (Conduct of the K to 12 Basic Education Program End-of-School-Year Rites for the School Year 2025-2026, this Office hereby reiterates the guidelines to provide guidance to public and private elementary and secondary schools in the division in the conduct of EOSY for learners across all grade levels who satisfactorily meet the curriculum requirements at the end of SY 2025- 2026.
2. Also, DepEd Order (DO) No. 012, s. 2025, titled Multi-Year Implementing Guidelines on the School Calendar and Activities, the SY 2025-2026 shall end on March 31,2026. Thus, the EOSY Rites shall be conducted on March 28 - 31, 2026.
3. This year theme is *“Filipino Graduates: Prepared to Lead with Competence and Character (Pilipinong Nagsipagtapos: Handang Mamuno nang Mag Kakayahqn at Mabuting Pagkatao)”*. This highlights the Department's commitment to holistic education that goes beyond academic achievement, ensuring that learners are equipped with the essential knowledge, values, and skills needed to navigate higher education, employment, entrepreneurship, and middle-level skills development. It affirms DepEd's dedication to nation-building by shaping graduates who are not only academically prepared but also committed to serving the Filipino people.
4. The following provisions stipulated in DO 009, s. 2023, titled An Order Updating the Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program EOSY Rites, are reiterated:
 - a. Graduation and Moving-Up Ceremonies shall be simple yet meaningful. While these rites mark a milestone in learners' lives, they shall be



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conducted without excessive spending, extravagant attire, or extraordinary venues.

b. Non-academic projects articulated in DO 66, s. 2017, titled Implementing Guidelines on the Conduct of Off-Campus Activities, such as attendance at field trips, film showings, Junior-Senior Promenade, and other school events, shall not be imposed as graduation or completion requirements.

c. For public schools, expenses related to the activity shall be charged to the school's Maintenance and Other Operating Expenses (MOOE), subject to existing guidelines. No individual shall be allowed to collect any kind of contribution or fee from learners and teachers for the graduation or moving-up ceremonies, in accordance with the provisions of DO 19, s. 2008, titled Implementation of the No Collection Policy in All Public Elementary and Secondary Schools.

d. The format of the certificate of completion and diploma shall be in accordance with Enclosure No. 1, pages 44-46, of Do 031, s. 201g, titled The Department of Education Service Marks and Visual Identity Manual.

5. The following provisions stipulated in DO 012, s.2025, are likewise reiterated:

a. The School Awards Committee shall deliberate on awards and recognitions at least five calendar days before the EOSY Rites to determine the learners eligible for recognition and awards.

b. Public schools are strictly prohibited from requiring learners to accomplish EOSY financial clearances, in compliance with DO 19, s. 2008.

c. The last class day of the SY shall be clearly indicated on all relevant school forms requiring such entry. This includes, but is not limited to, academic reports and other official school documents. Additionally, this date shall be communicated to learners, parents or legal guardians, and school personnel in a timely manner to ensure clarity and seamless coordination.

6. All learners, including transferees, who have met the standards, criteria, and guidelines set forth in DO 36, s. 2016, titled Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program, shall be recognized.

7. To ensure the safety and protection of learners, teachers, and attendees, schools are advised to conduct their EOSY Rites in indoor venues with proper ventilation or in covered courts to avoid exposure to extreme heat. Schools shall avoid scheduling their EOSY Rites during the hottest hours of the day, when temperatures are at their peak.



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8. For a smooth flow of the EOSY rites, refer to the following enclosures for guidance and reference:

Enclosure 1: Parts/sequence of the program for Moving Up/Graduation Ceremony

Enclosure 2: Templates for Presentation/Confirmation of Candidates for Completion / Graduation

Enclosure 3: Assignment of SDO personnel who shall represent the Schools Division Superintendent in the EOSY rites

9. For inquiries, contact Mr. Felipe B. Tuyogon, Jr. at 09229762957.

10. For your information and guidance.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

RULES AND REGULATIONS

Adriano A. Daligdig/SGOD/DM – reiteration of guidelines on the conduct of the k to 12 basic education program
end-of-school-year rites for the school year 2025-2026

0247/March 23, 2026



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ENCLOSURE 1: PARTS/SEQUENCE OF THE PROGRAM FOR MOVING UP/GRADUATION CEREMONY

MOVING UP CEREMONY
(Kindergarten and Grade 10)

Parts of Program

- I. Processional
- II. Singing of the Philippine National Anthem.
- III. Prayer.
- IV. Regional Hymn.
- V. Other hymns sung in local ceremonies supported by local/ executive order
- VI. Welcome Address
- VII. Opening Message.
- VIII. Messages
 - DepEd Secretary
 - Regional Director
 - Schools Division Superintendent
- IX. Presentation of the Candidates for Completion
- X. Confirmation of the Completers.
- XI. Distribution of the Certificates of Completion.
- XII. Awarding of Honors.
- XIII. Introduction of the Guest Speaker.
- XIV. Inspirational Message
- XV. Singing of Moving Up/Completion Song
- XVI. Closing Message by the School Head
- XVII. Recessional



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GRADUATION CEREMONY

(Grade 6 and Grade 12)

Parts of Program

- I. Processional
- II. Singing of the Philippine National Anthem
- III. Prayer
- IV. Regional Hymn
- V. Other hymns sung in local ceremonies supported by local/executive order
- VI. Welcome Address
- VII. Opening Message
- VIII. Messages
 - DepEd Secretary
 - Regional Director
 - Schools Division Superintendent
- IX. Presentation of the Candidates for Graduation
- X. Confirmation of the Graduates
- XI. Distribution of Certificates/Diplomas
- XII. Awarding of Honors
- XIII. Appreciation Message
- XIV. Introduction of the Keynote Speaker
- XV. Keynote Message
- XVI. Pledge of Loyalty
- XVII. Graduation Song
- XVIII. Closing Message
- XIX. Recessional



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ENCLOSURE 2: TEMPLATES FOR PRESENTATION/CONFIRMATION OF CANDIDATES FOR COMPLETION / GRADUATION

ELEMENTARY SCHOOL

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

Good morning/ Afternoon! Sir/Madam, as the School Head/Principal of (name of school) I (name of school head/Principal) have the honor to present to you the candidates for completion of School Year 2025-2026, 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 Office of Cotabato, 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 (name of school) for School Year 2025-2026. 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 (name of school) I (name of school head/Principal) have the honor to present to you the candidates for completion of School Year 2025-2026, 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 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 Cotabato, 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 (name of school) for School Year 2025-2026. You are now eligible to receive your graduation certificate. 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 (name of school) I (name of school head/Principal) have the honor to present to you the candidates for completion of School Year 2025-2026, 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 Cotabato, 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 by the Department of Education, I now confirm you Elementary Graduates of (name of school) for School Year 2025-2026. 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 (name of school head/Principal) I (name of school head/principal) have the honor to present to you the candidates for graduation of School Year 2025-2026, 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 completion. 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 (name of school) for School Year 2025-2026. You are now eligible to receive your diploma. Congratulations!



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ENCLOSURE 3: ASSIGNMENT OF SDO PERSONNEL WHO SHALL REPRESENT THE SCHOOLS DIVISION SUPERINTENDENT IN THE EOSY RITES

District/Municipality	District Head	SDO Personnel
Alabel 1	Ferdinand Simon	Judith B. Alba
Alabel 2	Fredgie Pasco	Reynaldo C. Tagala
Alabel 3	Glenda Elem	
Alabel 4	Johnny Bantulo	
Malapatan 1	Glen Castillas	Aurelio C. Cagang
Malapatan 2	Glen Castillas	Melchor Maguan
Malapatan 3	Susana Sumagka	Aletha J. Alindo Ismael Villaluz Romeo L. Martin Rehannee P. Sambuto
Glan 1	Felix Barenan Jr.	Mario S. Donio
Glan 2	Roy Tribunalo	Irma May G. Dinastas
Glan 3	Pinky Tanap	Bedaria H. Tan
Glan 4	Felix Barenan Jr.	Romeo L. Martin
Maasim 1	Taya Saling	Edmund Gulam
Maasim 2	Taya Saling	Madina Logiuoman
Maasim 3	Taya Saling	
Kiamba 1	Pacita Ramos	Edward Ryan Gulam
Kiamba 2	Teresita Macabacyao	Maylene Grigana
Kiamba 3	Pacita Ramos	Adriano Daligdig
Maitum 1	Eriel Napila	Marlou De Arce
Maitum 2	Argil Arago	Araceli Dinopol
Malungon 1	Noli Cabaylo	John Jerson P. Constantino
Malungon 2	Ferdinand Cabanalan	Analiza Domingo
Malungon 3	Noli Cabaylo	Jestoni Sales
Malungon 4	Ferdinand Cabanalan	Michael Salting Marlon Agad Christine Mae Bartolaba Bualan Abid Jr. Felipe B. Tuyogon, Jr.
Division-wide		Atty. Nelyn B. Frinal
		Donna S. Panes
		Ma. Shirley M. Cardinal