

Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF LIGAO CITY
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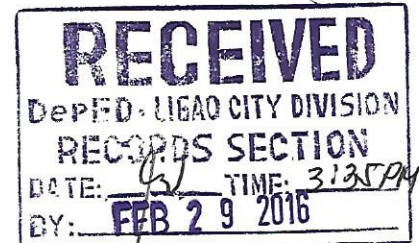


February 29, 2016

0216099

DIVISION MEMORANDUM
No. K/, s. 2016

SCHOOL YEAR-END REMINDERS AND POLICIES



To : Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

1. This Office announces the following reminders on the conduct of different year-end activities:
 - 1.1 Grade 6 and Gr. 10 will use the official template for elementary and secondary certificate downloadable from Division website
 - 1.2 Kindergarten pupils will not have their moving up ceremony since it is already part of the elementary level
2. The last day of classes is April 1, 2016. The Office may allow graduation rites beyond March 31 and April 1, 2016 but not earlier than March 31, 2016 upon request for valid justification.
3. Solemnity and austerity should be observed in Recognition and Graduation Ceremony and not be used as a political forum. Certificate as part of completion/graduation with F 138 and Certificate of Good Moral Character will definitely add meaning when awarded as part of the ceremony.
4. Expenses relative to Graduation activity should be charged to the School Maintenance and other Operating Expenses under the 2016 Budget.
5. DepEd personnel should not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution. Parent-Teachers Association (PTA) may give donations in cash or in kind, while contribution for the annual yearbook, if any, should be on a voluntary basis.
6. The schedule of checking of the herein listed forms for the Grades 6 and 10 by the EPS is scheduled from March 16-21, 2016 at the Division Office. The Public Schools District Supervisors shall set the schedule for the same purpose on the district level with secondary school heads to do the same in their schools. Schools/district committee to check/review said forms for all grade levels shall be duly created.
 - a. F-1 (School Register)
 - b. SF 5 (Report on Promotion and Level of Proficiency)
 - c. SF 6 (Summarized Report on Promotion and Level of Proficiency)
 - d. Diploma
 - e. Certificate of tree planting
7. A copy of the signed SF 5 of Grades 6 and 10 shall be left with the foster supervisor, for turnover in bunch to the Records Section.

9. Clearance for school heads and Public Schools District Supervisors at the end of the SY will no longer be required. However, these officials shall be required to submit clearance when due for promotion or transfer of station. Submission of year-end forms/reports shall still be required as scheduled and as needed. Liquidations and other financial/property accountabilities shall be required consistent with existing rules and regulations.

Teachers' clearances shall be complied with at the school level within 5 days after the last day of classes for property accountability and submission of required forms/reports inherent to their official functions and/or designations.

10. The students'/pupils' clearance should cover also property accountability. Affidavit of loss should be presented by concerned students/pupils for books lost as verified true.

11. Schools and classroom facilities should be left in order and in good condition before the onset of summer vacation. All school property should be properly accounted for.

12. Public Schools District Supervisors, School heads and other personnel on accrued leave basis are expected to report to their respective stations during summer except when they are on Official Business or on official leave of absence.

13. Holding of summer classes for removal of failing grades for Grade 10 shall still be subject to existing guidelines where letter of intent and its required supporting documents shall be forwarded to the regional office for approval.

14. Summer interventions or special instructions for students/pupils in Grades 1-3 and Grade 7-9 who obtain an adjectival rating of "Beginning" may be conducted by the schools concerned per DepEd Order No. 73, s. 2012; DepEd Order No. 29, 2015 subject to the approval of the Schools Division Superintendent.

15. For widest dissemination, guidance and compliance.

MARIA LUISA P. SAMANIEGO
Schools Division Superintendent
Officer-In-Charge

Enclosed:

As stated

Reference:

DepEd Order No. 7, s. 2016

DepEd Order 8 & 29 S. 2015

To be indicated in the Perpetual Index

Under the following subjects:

GRADUATION

POLICIES

LEARNERS

SCHOOLS