



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

5/160
May 2, 2023

REGIONAL MEMORANDUM

No. **394** s. 2023

**UPDATES ON THE LIST OF DOCUMENTS TO BE VALIDATED PRIOR TO THE
ISSUANCE OF THE SPECIAL ORDER OF GRADUATION
OF PRIVATE SCHOOL LEARNERS**

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the Quality Assurance Division, informs the field of the updates on the list of documents to be validated prior to the issuance of the Special Order of graduation of private school learners.
2. The list of documents are as follows:
 - a. List of learners eligible for Special Order by school in soft and hard copies;
 - b. School Form 5B-SHS (List of Learners with Complete SHS Requirements);
and
 - c. School Form 6-SHS (Summarized Report of Learner Status as of End of Semester and School Year for SHS).
3. To facilitate seamless issuance of the Special Order of the SHS graduating learners, Schools Division Offices are advised to submit the evaluated required documents three (3) weeks before the scheduled graduation.
4. Take note that the above documents are necessary to ensure the accuracy and completeness of the records of private school learners to comply with the guidelines set by the Department of Education.
5. Immediate dissemination of and strict compliance with this memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director 

Enclosures: Regional Memorandum No. 329, s. 2023.

References: Compendium version 3 and DepEd Memorandum No. 014, s. 2022

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

Monitoring and Evaluation

Policies

Private Schools

QAD-MCMS



Address: Government Center, Candahug, Palo, Leyte
Telephone Nos.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>

