



Republic of the Philippines
Department of Education
CARAGA REGION

Date _____

SPECIAL ORDER (A)

No. RO – XIII - _____, s. _____

Caraga Region

On the basis of the records submitted by the _____ School Name
_____ School Address approved for the eligibility for the graduation of the following
Senior High School Students is hereby granted and made a matter of records upon successful
completion with the requirements of the K to 12 Basic Education Curriculum.

MALE

1. ALARCOS, Randy Marcellones
2. ALINGASA, Sean Erik Galgo
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

FEMALE

- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

- Valid for twenty (20) students only -

The foregoing approval is valid only for April, _____. The approval for any one candidate
for graduation in Senior High School is automatically cancelled if he/she does not complete the full
requirements of the course on the date specified, and is subject to revocation if the records upon
which the approval is based are later found not correct.

For the Secretary of Education

Regional Director

NOT VALID WITHOUT SEAL OR
WITH ERASURE OR ALTERATION

Enrollment Checked by: _____
SDO Designation

Checked and Evaluated by: _____
EPS, QAD

SF5B – SHS Checked by: _____
SDO Designation

Verified against Original: _____
Chief, CID

Chief, SGOD

Noted by: _____
Chief, QAD



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



Document Control No:

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Republic of the Philippines
Department of Education
CARAGA REGION

**Application for Special Order (SO) for Graduation for Private Schools/Colleges and
Technical Vocational Institutions(TVIs)**

School Name	
Address	
Division	
School Head	
Date Received	

/ or X	Description of Documentary/Requirements	Remarks
	1. Endorsement from the Schools Division Superintendent	
	2. Accomplished Special Order for Graduation (Form 9)	
	2.1 Checked by SHS Coordinator	
	2.2 Verified by Chief CID and SGOD	
	3. Accomplished Student's Evaluation Form	
	3.1 Specify SHS Program Track/Strand/Specialization and NC for TVL Track	
	3.2 Signature of the School Registrar, Principal, Division Supervisor In-Charge, Chief CID and SGOD, and Schools Division Superintendent	

EVALUATION

- ☐ Complete with all the requirements
☐ Not completed with all requirements

SUMMARY OF FINDING/S:

RECOMMENDATION/S:

- _____ For issuance of Special Order (SO)
_____ For compliance of lacking documents

Checked and Evaluated by:

EPS-QAD

Reviewed by:

EPS-QAD

Noted by:

Chief – QAD

QAD/vas
02/18/2020



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Republic of the Philippines
Department of Education
CARAGA REGION

Date

SPECIAL ORDER (A)

No. RO – XIII - _____, s. _____

Caraga Region

On the basis of the records submitted by the _____ School Name
_____ School Address approved for the eligibility for the graduation of the following
students as of **Month/Year of Graduation** is hereby granted and made a matter of records upon
successful completion with the requirements of the **DepEd Curriculum upon graduation**.

Male

1. ALARCOS, Randy Marcellones
2. ALINGASA, Sean Erik Galgo
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Female

- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

- Valid for twenty (20) students only -

The foregoing approval is valid only for Month/Year of Graduation. The approval for any one candidate for graduation is automatically cancelled if he/she does not complete the full requirements of the course on the date specified, and is subject to revocation if the records upon which the approval is based are later found not correct.

For the Secretary of Education

Regional Director

**Late Application of Special
Order for Graduation**

NOT VALID WITHOUT SEAL OR
WITH ERASURE OR ALTERATION

Enrollment Checked by: _____
SDO Designation

Checked and Evaluated by: _____
EPS, QAD

SF5B – SHS Checked by: _____
SDO Designation

Verified against Original: _____
Chief, CID
Chief, SGOD

Noted by: _____
Chief, QAD



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DepEdRO13-F-QAD-049/R3/2-18-2020



Republic of the Philippines
Department of Education
CARAGA REGION

**Checklist of Requirements for Late Application of Special Order (SO) for Graduation
under the Old Curriculum of the Department of Education**

School Name	
Address	
Division	
School Head	
Date Received/ Contact no.	

/ or X	Description of Documentary/Requirements	Remarks
	1. Endorsement from the Schools Division Superintendent.	
	2. Accomplished Special Order for Graduation Form (Form 9).	
	3. Letter from the School Principal stating the reasons on the late issuance of special order for graduation.	
	4. Certified True Copy of Form 137-A (Secondary) signed by the Schools Division Superintendent.	
	5. Certified True Copy of Form 18-A (Promotional Report) signed by the Schools Division Superintendent.	
	6. Photocopy of the Government Permit to Operate or Government Recognition.	
	7. PSA/NSO Birth Certificate.	

EVALUATION

- ☐ Complete with all the requirements
☐ Not completed with all requirements

SUMMARY OF FINDING/S:

RECOMMENDATION/S:

- _____ For issuance of Special Order (SO)
_____ For compliance of lacking documents

Checked/Evaluated/Reviewed by:

EPS, QAD

Noted by:

Chief, QAD



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