



Republic of the Philippines  
**Department of Education**  
DIVISION OF DAVAO DEL NORTE

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 0247 s. 2023

**CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM END-OF-SCHOOL-YEAR RITES (GRADUATION AND MOVING UP CEREMONIES)**

To: Rebecca C. Sagot, Assistant Schools Division Superintendent  
Eduard C. Amoguis, Curriculum Implementation Division Chief  
Ramel M. Pilo, School Governance and Operations Division Chief  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary/Secondary School Heads  
Public and Private Schools

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1. The Department of Education (DepEd) issues DepEd Order No. 009 s. 2023 dated March 28, 2023 titled **“An Order Updating the Implementing Guidelines on the conduct of the K to 12 Basic Education Program End-of-School-Year (EOSY) Rites”** as an amendment to as reissuance of DepEd Order No. 2 s. 2020, titled **“Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-of-School-Year-Rites”**, which provides guidance to both public and private elementary and secondary schools nationwide in the conduct of EOSY rites.
2. For this School Year 2022-2023, the EOSY rites shall focus on theme: **Gradweyt ng K to 12: Hinubog ng Matatag na Edukasyon (K to 12 Graduates: Molded through a Resilient Educational Foundation)** which emphasizes that graduation is not only a celebratory milestone but also a symbol of resilience, agency, and grit of Filipino learners honed by a solid basic education system that is responsive to the changing needs of time. Further, it highlights that every learner’s achievement mirrors an education that succeeds amid all difficulties.
3. This Division reiterates the following policies:
  - a. Discouraging excessive spending, extravagant attire, extraordinary venue for the conduct of the graduation and moving up ceremonies.
  - b. DepEd Order No. 06, s. 2017, titled “Implementing Guidelines on the conduct of Off-campus activities”.
  - c. The format of the certificate of completion and diploma shall be anchored with the DepEd Order No. 31 s. 2019, titled “The Department of Education Service Marks and Visual Identify Manual” (Enclosure 1 pp. 44-46)
  - d. DepEd Order No. 36, s. 2016, titled “Policy Guidelines on Awards and Recognition for the K to 12 basic Education Program.
  - e. DepEd Order No. 48, s. 2018, titled “Prohibition of Electioneering and Partisan Political Activity”, and
  - f. Prohibiting any DepEd personnel to collect any kind of contribution on graduation/moving up fee.



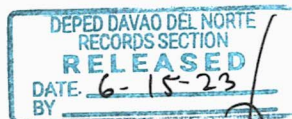
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4. The graduation rites ceremony shall not last for more than 1 hour for the small and medium schools, while two (2) hours for the big schools. The school head shall strategize the smooth flow of the program. Attached herewith is the suggested template for the graduation ceremony.
5. The following are the grade level completers and proof of completion:
  - a. Kindergarten (Moving Up) - Kindergarten Certificate
  - b. Grade 6 (Graduation) - Elementary Certificate
  - c. Grade 10 (Moving Up) - Junior High School Certificate
  - d. Grade 12 (Graduation) - Senior High School Diploma
6. In the annual conduct of the full in-person EOSY rites, observance of physical distancing shall no longer be mandatory, while wearing of face mask during the ceremonies is NOT required and shall be left to the discretion of the learners and their parents.
7. An interfacing graduation and moving up ceremonies is encouraged if feasible, in order to minimize the expenses of decorations and other relevant expenses.
8. All expenses relative to the conduct of the Graduation and Moving-Up ceremonies shall be charged to school MOOE while the travel expenses of the division personnel attending the ceremonies shall be charged to division MOOE, all subject to the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of this memorandum to all concerned is earnestly desired.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

cid/eca



References:

FN: Memo Graduation Ceremony 2023

DepEd Order: (Nos. 9 s. 2023, DO 34, s. 2022, DO 66 s. 2017, DO 31, s. 2019, DO 36 s. 2016, DO 48 s. 2018)

Inclosed: Suggested templates of the graduation ceremonies, DO. 9, s. 2023



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*Enclosure 1. Template of the EOSY Graduation Rites*

**Flow of the Ceremony : A Proposal**

**Part I : Processional**

Order : Teachers, Guests-DepEd Officials, Entrance of the school banner and Philippine Flag ( Boy Scouts/ Girl Scouts can be utilized as pole/banner/ flag bearers)

**Part II : Preliminary Part**

**Singing of the National Anthem**

**Prayer**

**Regional Hymn**

**Davao del Norte Hymn**

(Program Master gives a short welcome words- the rest of the parts must not be called- (done automatically)

**Part III : The Ceremony Proper**

**Welcome Greetings and Declaration** of the Event-Highest DepEd personnel representative in attendance

**Tribute to Teachers** -Student Government President/Representative

**Message** \_\_\_\_\_ Highest DepEd personnel/ representative ( VP secretary's Message -RD's Message/ ASDS Message

**Presentation of the candidates for moving up and Graduation**-School Head

**Confirmation** -Highest DepEd personnel/ representative

**Distribution of Certificates and Diplomas** -( traffic shall be observed to organize the distribution)

**Tribute to Parents**-Graduate representative

**Response of Parents**-Parent of the graduate representative

*(a scheme shall be established here so students can go to their parents, if they are not seated beside them- before the tribute begins)*

**Pledge of Loyalty** -Alumni President

**Graduation Song** -the Graduates and completers

**Acknowledgment of DepEd Personnel and other guests**- ( as the program Master calls the names--they have to stand)

**Declaration of the Closing of the Event**-Highest DepEd personnel/ representative

**Finale Song**.. Edukasyon and Pundasyon.. Performed by Sto Tomas NHS MATATAG Ensemble Lyrics by Neil Edward Diaz Sound Mixing and Editing by Jaymart Albite

**Part IV :**

**Recessional – Order: School Banner and Philippine Flag** ( Boy Scouts/ Girl Scouts can be utilized as pole/banner/ flag bearers)

**DepEd Officials and other Guests**

**Teachers**

**The Graduates and Parents**



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**NOTES:**

1. **PSDS and School Heads *have to plan***- discuss some of the considerations of the Interfacing ( classification of school/ location/ type of school/ venue of the ceremony)
2. **For Senior High School** – the presentation shall be done by track/ strand as part of marketing)
3. During presentation-***be specific*** as to candidates for \_\_\_\_\_ COMPLETION and \_\_\_\_\_ graduation
4. **Attire and other Ingredients**-c/o district/ school subject for the approval of the SDS For Senior High- can be school uniform if all students have it, Toga or Sablay and for the Grade 6- School Uniform
5. EOSY Rites start on **July 10, 2023 and shall end on July 14, 2023**. Schedules of the graduation shall be submitted to the Office of the CID Chief for consolidation.
4. **PLAN AND ORGANIZE WELL-..for a SHORT BUT VERY MEMORABLE CEREMONY**



Republika ng Pilipinas

## Department of Education

MAR 28 2023


DepEd O R D E R  
No. **009**, s. 2023

### **AN ORDER UPDATING THE MULTI-YEAR IMPLEMENTING GUIDELINES ON THE CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM END-OF-SCHOOL-YEAR RITES**

To : Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau, Service and Regional Directors  
Schools Division/City Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **“An Order Updating the Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-of-School-Year (EOSY) Rites”** as an amendment to and reissuance of DepEd Order (DO) 2, s. 2020, entitled **Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-of-School-Year Rites**, which provides guidance to both public and private elementary and secondary schools nationwide in the annual conduct of EOSY rites.
2. In the annual conduct of full in-person EOSY rites, observance of physical distancing and wearing of face mask shall not be mandatory.
3. As stipulated in DO 34, s. 2022, entitled *School Calendar and Activities for the School Year 2022-2023*, the classes shall formally end on July 07, 2023. Each school has the discretion to elect the date for the holding of this year's rites **not earlier than July 10 and not later than July 14, 2023**. Private schools that started earlier and public and private schools with an extended school year due to unforeseen circumstances shall be guided by their approved revised school calendar.
4. For this School Year 2022-2023, the EOSY rites shall focus on the theme: **Gradweyt ng K to 12: Hinubog ng Matatag na Edukasyon (K to 12 Graduates: Molded through a Resilient Educational Foundation)**, which emphasizes that graduation is not only a celebratory milestone but also a symbol of resilience, agency, and grit of Filipino learners honed by a solid basic education system that is responsive to the changing needs of time. Further, it highlights that every learner's achievement mirrors an education that succeeds amid all difficulties.
5. The subsequent annual themes for these ceremonies shall be published in a DepEd Memorandum.

6. The DepEd reiterates the following policies:
  - a. **Discouraging excessive spending, extravagant attire, or extraordinary venue for the conduct of Graduation and Moving Up Ceremonies;**
  - b. **DO No. 66, s. 2017, entitled *Implementing Guidelines on the Conduct of Off-Campus Activities*;**
  - c. **DO No. 31, s. 2019, entitled *The Department of Education Service Marks and Visual Identity Manual* (Enclosure 1, pages 44-46);**
  - d. **DO No. 36, s. 2016, entitled *Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program*;**
  - e. **DO No. 48, s. 2018, entitled *Prohibition of Electioneering and Partisan Political Activity*; and**
  - f. **Prohibiting any DepEd personnel to collect any kind of contribution or graduation/moving up fee.**
7. Private Schools, Higher Education Institutions (HEIs), Technical Vocational Institutions (TVIs), State Universities and Colleges (SUCs), and Local Universities and Colleges (LUCs) offering basic education or any grade levels thereof, may opt to adopt the provisions of this DO as basis in the conduct of their moving up/graduation ceremonies.
8. This Order shall take effect immediately upon its approval and shall remain in force and in effect for the duration of the K-to-12 Basic Education Program, unless sooner repealed, amended or rescinded. Certified copies of this Order shall be filed with the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR), UP Diliman, Quezon City.
9. All DepEd Orders, Memoranda, and other related issuances, rules, regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
10. Immediate dissemination of and strict compliance with this Order is directed.

  
**SARA Z. DUTERTE**  
Vice President of the Republic of the Philippines  
Secretary of the Department of Education

Encls:  
As stated

References:  
As stated

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





## **UPDATED IMPLEMENTING GUIDELINES ON THE ANNUAL CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM END-OF-SCHOOL-YEAR RITES**

### **I. Rationale**

Through the MATATAG: Bansang Makabata, Batang Makabansa Agenda, the Department of Education (DepEd) pledged to be matatag for and with our learners, educators, partners, and stakeholders in establishing a nation that values its youth, and a Filipino youth that values its nation. In alignment with this framework, the DepEd shall continually improve the K to 12 Basic Education Program to achieve its mission, as provided for in DepEd Order (DO) No. 21, s. 2019, to strengthen the values of the Filipino people, develop a strong sense of nationalism, develop productive citizens who contribute to the building of a progressive, just, and humane society, ensure environmental sustainability, and cultivate global partnerships for development.

The annual conduct of the K to 12 Basic Education Program End-Of-School-Year (EOSY) Rites serves to commemorate the fruits of the collective effort of the whole school community to provide learners with a holistic preparation to pursue higher education, entrepreneurship, middle level skills development or employment with increased chance of success. Moreover, these rites are solemn ceremonies of acknowledging learners who have successfully met, or even exceeded curricular requirements, and mark the transition to subsequent stages and specific milestones of the basic education program.

In order to provide guidelines on the annual implementation of the conduct of the EOSY Rites, the DepEd issued DO 2, s. 2020, entitled "*Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-of-School-Year Rites*". However, in light of the recent developments and policy adjustments, the DepEd issues this Order to update the guidelines on the implementation of the K to 12 Basic Education Program End-Of-School-Year-Rites. The DepEd moves to allow and encourage the full face-to-face conduct of the moving up and graduation ceremonies starting this school year 2022-2023. Further, the observance of physical distancing and wearing of face mask is no longer mandatory

### **II. Scope**

This policy shall be the DepEd's standing policy in providing guidance in the annual conduct of the K to 12 end-of-school-year rites, and shall be applicable to both public and private elementary and secondary schools nationwide.

### **III. Policy Statement**

This DepEd Order provides the updated procedures for conducting moving up and graduation ceremonies for Kindergarten, Grade 6, Grade 10, and Grade 12 learners who fulfilled the curriculum requirements at the end of the school year.

#### IV. Procedures

1. The DepEd shall implement the annual full face-to-face conduct of the following **K to 12 Basic Education Program End-of-School-Year (EOSY) Rites**:

<b>Grade Level Completers</b>	<b>Completers</b>	<b>Proof of Completion</b>
Kindergarten	Moving Up	Kindergarten Certificate
Grade 6	Graduation	Elementary Certificate
Grade 10	Moving Up	Junior High School Certificate
Grade 12 learners from a. Schools with DepEd-approved K to 12 transition plans b. Schools with permit to operate Senior High School since 2014 c. International schools with K to 12 Program	Graduation	Senior High School Diploma

2. In the annual conduct of full in-person EOSY rites, observance of physical distancing shall no longer be mandatory.
3. The wearing of face mask during the ceremonies is not required and shall be left to the discretion of the learners and their parents.
4. The subsequent annual themes for these ceremonies shall be published in a DepEd Memorandum.
5. The DepEd 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 venue.
  - 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. 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**.

For private elementary and secondary schools, technical and	The use of the enclosed completion certificate and diploma template is
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vocational institutions (TVIs), and higher education institutions (HEIs) including state universities and colleges (SUCs) and local universities and colleges (LUCs)	optional. The signature of the school head is required, while the signature of the Schools Division Superintendent is not required.
For public elementary and secondary schools	The use of the cited completion certificate and diploma templates is required.

- d. Guidelines on awarding of honors to learners from Grade 1 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.
- e. Moving up or graduating rites shall be conducted in an appropriate solemn ceremony befitting the graduating students and their family and shall not be used as a political forum, in strict compliance with DO No. 48, s. 2018 entitled ***Prohibition of Electioneering and Partisan Political Activity***.
- f. No DepEd personnel shall be allowed to collect any kind of contribution or graduation/moving up fee.

#### 6. For Public Schools

Expenses relative to the activity shall be charged against the school's Maintenance and Other Operating Expenses (MOOE). For the Alternative Learning System (ALS), expenses to be incurred for the conduct of the activity may be charged to the Calendar Year 2023 ALS Program Support Funds.

#### 7. For Private Schools, Higher Education Institutions (HEIs), Technical Vocational Institutions (TVIs), State Universities and Colleges (SUCs), and Local Universities and Colleges (LUCs)

Private schools, HEIs, TVIs, SUCs, and LUCs offering basic education or any grade levels thereof, may opt to adopt the provisions of this DO as basis in the conduct of their moving up/graduation ceremonies.

8. Casual or formal wear, or school uniform, shall remain as the recommended moving up/graduation attire. Toga or *sablay* is allowed to be worn as an additional garb.

#### V. Monitoring and Evaluation

The School Heads shall be primarily responsible for supervising the implementation of this policy in their schools, ensuring that the provisions are communicated to all concerned stakeholders in the school community.

The Regional Offices and Schools Division Offices shall monitor the compliances of schools with this Order.

Feedback shall be submitted to the DepEd, through the **Office of the Director IV** of the **Bureau of Learning Delivery (BLD)**, to be used in evaluating the policy for continuous improvement of its design and implementation. The Office of the Director IV of the BLD may be reached through email at [bld.od@deped.gov.ph](mailto:bld.od@deped.gov.ph) or at telephone numbers 8637-4346 and 8637-4347.

## **VI. Effectivity/Transitory Provisions**

This Order shall take effect immediately upon its approval and shall remain in force and in effect for the duration of the K-to-12 Basic Education Program, unless sooner repealed, amended or rescinded. Certified copies of this Order shall be filed with the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR), UP Diliman, Quezon City.

All DepEd Orders, Memoranda, and other related issuances, rules, regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.

## **VII. References**

**DepEd Order 34, s. 2022:** *“School Calendar and Activities for the School Year 2022-2023”*

**DepEd Order No. 2, s. 2020:** *“Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-of-School-Year Rites”*

**DepEd Order No. 31, s. 2019:** *“The Department of Education Service Marks and Visual Identity Manual”*

**DepEd Order No. 48, s. 2018:** *“Prohibition of Electioneering and Partisan Political Activity”*

**DepEd Order No. 12, s. 2018:** *“Revision to DepEd Order No. 6, s. 2018 (School Year 2017-2018 K to 12 Basic Education Program End-of-School-Year Rites)”*

**DepEd Order No. 6, s. 2018:** *“School Year 2017-2018 K to 12 Basic Education Program End-of-School-Year Rites”*

**DepEd Order No. 66, s. 2017:** *“Implementing Guidelines on the Conduct of Off-Campus Activities”*

**DepEd Order No. 8, s. 2017:** *“School Year 2016-2017 K to 12 Basic Education Program End of School Year Rites”*

**DepEd Order No. 36, s. 2016:** *“Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program”*

**DepEd Order No. 7, s. 2016:** *“School Year 2015-2016 K to 12 Basic Education Program End of School Year Rites”*

**DepEd Order No. 9, s. 2014:** *“2014 Graduation Rites”*

**DepEd Order No. 9, s. 2013:** *“2013 Graduation Rites”*

**DepEd Order No. 9, s. 2012:** *“2012 Graduation Rites”*