Republic of the Philippines

Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

June 17, 2022

DIVISION MEMORANDUM

No. 784 s. 2022

GUIDELINES ON THE 2022 VIRTUAL GRADUATION

To: Assistant Schools Division Superintendent
        Chief Education Supervisor, Curriculum Implementation Division
        Chief Education Supervisor, School Governance Operation Division
        Education Program Supervisors
        Public Schools District Supervisors
        Elementary and Secondary School Heads

Attached to this Division Memorandum are copies of the Guidelines and Sequence of the 2022 Virtual Graduation Ceremonies for both Elementary and Secondary schools in this Division.

It is expected that all school heads should follow and observe the guidelines set thereto to ensure uniformity and quality of video streamed in any media.

Should you need technical assistance, please feel free to contact our Division Information Technology Officer and our Division Learning Project Development Officer regarding your concerns.

Immediate and wide dissemination of this memorandum to all concerned is earnestly desired.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

FN: VIRTUAL GRADUATION TEMPLATE

For The Schools Division Superintendent

REBECCA C. SAGOT
- Assistant Schools Division Superintendent

DepED Regional Office XI
VIRTUAL GRADUATION CEREMONY SY 2021-2022

Parts	Activities	Persons Involved	Through Virtual Box	Specific Details
Part 1	Teasers of the Activity / Prelude	Master of Ceremonies	**Pre-recorded Teasers** • This will focus on the Graduation Theme • This includes the Name of the School with snapshots of the Facade of the school. • This may include the Regional Office XI Logo, Division Logo and School Logo/Seal This pre-recorded teaser can also be used during the transition of each part of the program as it progresses.	• The organizer must get snapshots of the facade of the school, the gymnasium/ venue where the graduation be held and the entire school vicinity with voice over of the EMCEE introducing the conduct of the Virtual Graduation Ceremonies for SY 2021-2022 • Emcee will make a script of not more than 1 minute to be embedded as voice over of the snapshots announcing the first ever Virtual Graduation Ceremony of the school. • This segment will take 2 minutes.

Part II	Processional	Graduating Class with Parents
		Teachers and School Staff
		School Head
		Guests
		Visitors
			Pre-recorded	• This will include the following
				  A. Flashing of Picture per class
				    B. Flashing of Pictures of the faculty and staff (in collage if no picture of the entire faculty)
				    C. Flashing of Picture of the School Principal with Name
				    D. Flashing of Picture of the Guests with Names (SDS, RD Farnazo, Sec. Briones)
				• Emcee will have this voice over to introduce the graduates, faculty and staff, school head and Guests as the pictures are flashed
				• This segment will take 2-3 minutes

	Entrance of Colors	BSP / GSP	Pre-recorded	The School IT coordinator / incharge may • use the old pictures/ footage which reflect entrance of colors • This segment may take 10-15 seconds
	Philippine National Anthem	All participants	Pre-recorded	• This will be provided by DepED Regional Office XI to Microsoft Phils to be embedded in the customized virtual program. • This segment will take 1 minute.
	Prayer / Invocation/ Doxology	Al! participants	Pre-recorded	• This (ecumenical prayer) will be provided by DepED Regional Office XI through the RITO to Microsoft Philippines for inclusion in the customized virtual program. • This segment will take 4-5 minutes.
	Panunumpa sa Watawat ng Pilipinas	All participants To be led by one of the candidates for Graduation	Pre-recorded	• The text of the "Panunumpa sa Watawat" shall be reflected on screen in this slide and the voice over of this pledge shall be recited by a Graduate. • This segment will take less than 1 minute,
	Regional Hymn Provincial/ Municipal/City Hymn	All pax	Pre-recorded	• This Regional Hymn will be provided by DepED Regional Office XI through the RITO to Microsoft Philippines to be embedded in the customized virtual program. • This will take 3 minutes • The Microsoft Philippines will provide an entry box for the Provincial/ Municipal/City Hymn • This segment will take 3-5 minutes
	Welcome Greetings	Be assigned to one of the Graduates with Highest/High/with Honors	Pre-recorded Message	• The message will be captured through a video format • This segment will take 3 minutes.
	Presentation of Candidates for Graduation	School Head/ Principal	2 Options • Pre-recorded Presentation Message	• The school head may deliver live in real time her piece for the presentation of Candidates for Graduation. However, the

		• Be shared live in real time	IT incharge must also prepare a pre-recorded presentation through a video format in case there will be glitches/problems with connectivity during the actual presentation. • This segment will take 1-2 minutes
	Acceptance and confirmation	SDS	Pre-recorded Message	• This will be conveyed by the SDS through a pre-recorded video format • This segment will take 1-2 minutes
	Distribution of Diplomas, Certificates, and Awards	SDS To be assisted by the School Head Graduates	With Name and Faces of Graduates with the corresponding Awards 1ˢᵗ List — Graduates with Highest /High/With Honors 2ⁿᵈ List - Alpha list of the rest of the Graduates •	• There will be two batches of list of the graduates in this part : A. First Batch • List of Graduates with Highest Honors, with High Honors, and with Honors • All graduates in this group will be shown with pictures and under each picture is/arc the corresponding awards. • The pictures could be in linear (group of 5 to 10 learners per slide) or collage type for a bigger group. • Emcee will mention/read in real time the name of graduates and the corresponding honors received. B. Second Batch • This will be in alphabetical order. • List of Graduates with Special Awards ᵉ All graduates in this group will be shown with pictures and under each picture is/are the corresponding award/s. • The pictures could be in linear (group of 5 to 10 learners per slide) or collage type for a bigger group. • Emcee will mention/read in real time only the name of the graduate.

				The above 2 batches as one segment will take 25 to 30 minutes depending on the total number of both male and female graduate)
	Valedictory Address	Top of the Graduating Class	Prc-recorded Video	• This will be conveyed by the First through a pre-recorded video format • This segment will take 1-2 minutes
	Messages of DepED Officials	Schools Division Superintendent	Pre-recorded Video	• This will be conveyed by the SDS through a pre-recorded video format • This segment will take 3-4 minutes
		Regional Director Dr. Allan G. Farnazo CESO IV	Pre-recorded Video	• This will be conveyed by RD Farnazo through a prerecorded video format • Tins segment will take 3-5 minutes
		Secretary of Education Hon. Leonor Magtolis - Briones	Pre-recorded Video	• This will be conveyed by Hon. Secretary Leonor Magtolis— Briones through a pre-recorded video format • Another option here is to capture a stand still photo of the Message of the Secretary and highlight the important message as quotable statement (This will be with photo of the Secretary)
	Graduation Song	The Graduates	Pre recorded Song	• The school management will select a graduation song for this batch 2021-2022. • The canned music of the select song be recorded and embedded in this segment. • Lyrics of the song may be shown on screen. • This segment will take 3 minutes
	Announcement	Emcee	Live in real time with script This may focus on the Full-Length of the Virtual	• The emcee will announce in real time the links of the full-length of the Virtual Graduation (VG) including the hashtags, and social media platforms that the

			Graduation links that the rest may review and watch.	audience / participants may view the VG Program.. • The organizer may also have the announcement portion be prerecorded through a video format with some "KEY TEXTS" of the announcement be seen on screen for emphasis. • This segment will take 2 minutes
	Recessional	Guests Visitors School Head Teachers and School Staff Graduating Class with Parents	Pre-recorded	• This portion will highlight the following : 1. Pictures of the Guests with their corresponding names (Secretary Leonor Briones) and RD Allan G. Farnazo, CESO IV, SDS Dee Silva, School Head) 2. Followed by the Group picture of the Faculty and Staff 3. Followed by the pictures of the accomplishments of the Graduating Class 2022 (Graduates during school activities, competitions participated and best moments in school, etc.) • This segment may take 2-3 minutes
Part III	Postlude		Embedded Credits for Acknowledgement	• The Microsoft Philippines may already set the list of names to be acknowledged in this segment • The organizer may add names that will be recognized / acknowledged by the school • This may take 1-2 minutes