



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional IX - Zamboanga Peninsula  
Division of Zamboanga del Norte  
Estaka, Dipolog City



**MEMORANDUM**



TO : ASDSs  
Chief, SGOD & CID  
Public Schools District Supervisors,  
Division Private School Supervisor/Coordinator,  
School Administrators/School Heads, Private Secondary Schools,  
SUCs offering JHS and/or SHS,  
Private School Record In-Charge  
All Others Concerned

FROM : THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT


SUBJECT : **REITERATING THE POLICIES ON ISSUANCE OF SPECIAL ORDER**

DATE : December 3, 2018

1. This is to reiterate Regional Memorandum No. 194, s. 2018, re: Policies on Issuance of Special Order, as hereto attached for the information and guidance of the field. *Special attention is directed to the provisions about the timelines ( par. 3), documentary requirements ( par. 9), and the procedures ( par. 10);*
2. In view of the foregoing, this Office hereby creates the *Special Order Task Force (SOTF) Team*, whose principal function is to conduct review and validation of special order applications from the private high schools and State Universities and Colleges offering Senior and/or Junior high school curriculum for SY 2018-2019, and henceforward, to wit:

JOY E. LETRAN-SINGSON, EMD	- SOFT Chairperson
ERVIE A. ACAYLAR	- Asst. Chairperson
ISMAEL K. YUSOPH	- Member
WILSON H. INDING	- Member
DOREEN B. OMBALINO	- Member

3. At the culmination of the review and validation of S.O. applications, the team is expected to submit terminal report relative to the conduct of said undertaking;
4. Upon its signing, this Memorandum shall supersede prior division issuances relative to the subject, and shall continue to take effect until revoked or modified by competent authority;
5. Immediate and wide dissemination of this Memorandum is desired.

  
**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent

Encl.:  
As stated

Copy given to Ms. Am... *M*



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**Regional Office IX, Zamboanga Peninsula**  
Airport Road, Tiguma, Pagadian City

Telefax: (062)-215-3747 Tel: (062)-215-3745 Website: www.depedro9.ph



REGIONAL MEMORANDUM

October 29, 2018

No. 194 s. 2018

**POLICIES ON ISSUANCE OF SPECIAL ORDER**

TO: Schools Division Superintendents  
Division Private School Coordinators  
Private School Record In-Charge


39041  
*[Handwritten signature]*

1. The Department of Education Regional Office IX, Airport Road, Tiguma, Pagadian City through the Quality Assurance Division (QAD) set the policy guidelines for Issuance of Special Order (S. O.) based on DepEd Order No. DEPED ORDER NO. 10, S.2018.
2. The issuance of special order shall follow the guidelines stipulated in DepEd Order No. 88, s. 2010, or the Revised Manual of Regulations for Private Schools in Basic Education.
3. Application for special order of qualified Grade 12 learners Candidate for Graduation for each school year shall be filed by the school through the Schools Division Office (SDO) every 2<sup>nd</sup> week of January and Transmitted to Regional Office 1<sup>st</sup> week of March of the same calendar year.
4. This shall be processed by the Regional Office and return to the school through the Schools Division Office on or before March 15.
5. Schools shall release the S.O. to the student not later than forty-five (45) days after the end of the school term, except in cases of students with financial obligations.
6. In violation of the above guidelines, a fine of php 1,000.00 per day of delay, but not exceeding Php 10,000.00 shall be imposed against the responsible official or In-Charge of Special Order of any school, colleges/universities without prejudice to any civil action for damages which may be filed in court by any affected graduate as provided in DECS Order No. 114, s. 1991.
7. Three successive violations of the guidelines shall result in the revocation of authority to operate senior High School
8. The penalties provided for in Section 1, Rule XI, Republic Act No. 6173, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" shall apply to any or all officials and employees who shall be found violating any of the provisions of this order.
9. **Requirements and Arrangement of DOCUMENTS for Special Order Application**
  - a. Photocopy of the Permit to Operate/Government Recognition
  - b. List of Students Enrolled in grade 12 for SY 2018-2019 and onwards
  - c. List of Graduating Students grade 12 for SY 2018-2019 and onward by Gender and LRN
  - d. Photocopy of Birth Certificate of each grade 12 graduating student
  - e. Form 9 (Entered required data) see attached copy
  - f. Endorsement from the Division Office, no Endorsement from the Division Office, Regional Office will not act on it.



**10. Procedures:**

- a. Comply all the aforementioned requirements.
  - b. Submit requirements with the letter of intent to the Division Office.
  - c. Division Private School Coordinator evaluates the requirements/documents
  - d. Division Office forwards the complete requirements to the Regional Office with Endorsement from Schools Division Superintendent.
  - e. Regional Office through the Quality Assurance Division (QAD) evaluates and validates, and approved the application for the issuance of special order within 20 days.
  - f. Approved issuance of Special Order will be endorsed to the Schools Division Superintendent.
  - g. Schools Division Superintendent will return the approved request to the school.
11. All provisions in the previous issuances which are inconsistent with these policy guidelines are hereby repealed or modified accordingly.
12. These policy guidelines shall take effect immediately upon its issuance
13. Immediate dissemination of and strict compliance with these policy guidelines is directed.

  
DR. ISABELITA M. BORRES, CESO III  
Regional Director

Reference:

DepEd Order No. 10, s. 2018

To be Indicated in the perpetual index under the following subjects:

POLICY                      GUIDELINES



Republic of the Philippines  
**Department of Education**

05 MAR 2018

DepEd ORDER  
No. **10**, s. 2018

**GUIDELINES ON THE ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL  
OF THE ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL  
OF GRADE 12 LEARNERS ENROLLED IN PRIVATE SCHOOLS/  
COLLEGES AND TECHNICAL-VOCATIONAL INSTITUTIONS  
FOR SCHOOL YEAR 2017-2018**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Private Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the **Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical-Vocational Institutions (TVIs) for School Year (SY) 2017-2018.**
2. For the information and proper guidance of all concerned, the regional offices (ROs) are hereby authorized to issue special orders to schools that were issued provisional permits to operate in SY 2016-2017 or prior to this school year for the graduation of qualified Grade 12 learners. The Central Office shall be responsible for the issuance of special orders for Philippine Schools Overseas (PSOs).
3. The issuance of special orders shall follow the same guidelines stipulated in DepEd Order No. 88, s. 2010, or the Revised Manual of Regulations for Private Schools in Basic Education, except for the timeline of application for special orders.
4. Applications for special orders of qualified Grade 12 learners for SY 2017-2018 shall be filed by the school through the schools division office (SDO) at least 15 calendar days before the end of the current academic year. This shall be processed by the RO and returned to the school through the SDO within seven calendar days from the receipt of application. For PSOs, the same timeline applies for the application and the subsequent issuance of the special order with the Bureau of Curriculum Development processing the said application.
5. A separate DepEd Order shall be issued on the requirements for the issuance of certificates of recognition to private schools/colleges and TVIs offering the SHS Program.
6. Immediate dissemination of and compliance with this Order is directed.

  
**LEONOR MAGTOLIS-BRIONES**

References:

DepEd Order No. 88, s. 2010  
DepEd Memorandum No. 4, s. 2014

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

AUTHORITY  
LEGISLATION  
PERMIT  
POLICY  
RULES AND REGULATIONS  
SCHOOLS  
SENIOR HIGH SCHOOLS  
TECHNICAL EDUCATION  
VOCATIONAL EDUCATION

APA/MCR-Do-Guidelines on the Issuance of Special Order...  
0138/February 16, 2018/3-1-18/3-2