



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



RECORDS SECTION
DepED, Division of Zambo. Norte

No: _____
Date 09 2019 By: _____
RELEASED

MEMORANDUM

To : Assistant Schools Division Superintendents
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 : **POLICIES ON THE ISSUANCE OF SPECIAL ORDER**

Date : December 6, 2019

1. This is in reference to the Regional Memorandum No. 194, s. 2018, re: Policies on Issuance of Special Order, as hereto attached for the information and guidance of the field.
2. In view of the foregoing, Private Schools offering Senior High School are expected to submit in this Division on or before **January 17, 2020** the following S.O. application requirements, to wit:
 - a. Photocopy of the Permit to Operate/Government Recognition;
 - b. List of Students Enrolled in Grade 12 for S.Y. 2019-2020 and onwards;
 - c. List of Graduating Students Grade 12 for S.Y. 2019-2020 and onwards **by Gender and LRN;**
 - d. **Clear Photocopy** of Birth Certificate of each Grade 12 graduating student;
 - e. Form 9 (**Complete entry** of the required data), signed by the School Administrator/Registrar and Division Private Schools Coordinator.
3. 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 2019-2020, and henceforward, to wit:

JOY E. LETRAN – SINGSON, Chief, SGOD	– SOFT Chairperson
WILSON H. INDING, SEPS/SMM&E	- Asst. Chairperson
ISMAEL K. YUSOPH, EPS, CID	- Co – Asst. Chairperson
GIPAREL B. ELUMBA, PO III	- Member
JED A. NIEVES, EPS II	- Member
JOSEPH L. PANTOJA, PDO I	- Member

4. At the culmination of the review and validation of S.O. applicants, the team is expected to submit terminal report relative to the conduct of said undertaking;
5. For more inquiries you can also contact SEPS Wilson H. Inding and EPS II Jed A. Nieves with contact numbers 09989585196/09982622462 and 09958811881 respectively.

For information and compliance.


MA. LIZA R. TABILON, CESO VI
Schools Division Superintendent