



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF TABUK CITY**  
Tabuk City, Kalinga



April 7, 2025

Division MEMORANDUM  
No. 162, s. 2025

**GUIDELINES FOR THE 2025 END OF SCHOOL YEAR RITES  
IN THE SCHOOLS DIVISION OF TABUK CITY**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All other concerned

1. In consonance with DepEd Memorandum No. 27, s. 2025 titled "Conduct of the K to 12 Basic Education Program End-of-School-Year Rites for the School Year 2024-2025" this office issues this guideline for the 2025 End of School Year Rites in the Schools Division of Tabuk City.

2. The conduct of the End of School Year Rites with the theme: "Henerasyon ng Pagkakaisa: Kaagapay sa Bagong Pilipinas" (Generation of Unity: Partners for the New Philippines) shall be from April 14 to 15, 2025 and must be in accordance with the guidelines provided under issuances stipulated in the preceding provision. Hence, this office reiterates the observance of the existing policies, to wit:

- a. Graduation and Moving up rites should be simple but meaningful affair which encourages civil rights, a sense of community, and personal responsibility. These should be conducted without excessive spending, extravagant attire, or extraordinary venue;
- b. Moving up or Closing Ceremonies should be simple, involving only the learners, their parents and the school personnel;
- c. Non-academic projects such as attendance to field trips, film showing, junior-senior promenade and other school events should not be imposed as requirements for graduation or completion per DO No. 66, s. 2017,
- d. For public schools, expenses relative to the conduct of the Graduation or Moving up Exercises may be charged against the School Maintenance and Other Operating Expenses (MOOE) or other local funds available;
- e. Schools are directed to adhere to "No Collection Policy". Any donation or contribution from the PTA may be accepted provided they are on voluntary basis and such shall be managed by the PTA. No teacher or school personnel shall be involved in the collection and safekeeping of the amount contributed.
- f. Graduation Rites and/or Moving up Exercises should be conducted, preferably inside the school campus in an appropriate solemn ceremony befitting the graduating students and their parents. It shall not be used as political forum. All schools are directed to adhere to the provisions of DO 48, s. 2018 on the



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prohibition of electioneering and partisan political activity shall be strictly observed.

3. The awarding of honors from Kindergarten to Grade 12 may be conducted during the graduation or Moving up Ceremony and shall follow the guidelines stipulated in DepEd Order No. 36, s. 2016 on the Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program. Below is the summary of the Grade Level Awards and Special Recognition that may be given to students:

AWARD	MEDAL SPECIFICATIONS	REMARKS
1. Academic Excellence Award a. With Highest Honors b. With High Honors c. With Honors (arranged in alphabetical order)	Gold Silver Bronze	Gen. Ave 98-100 95-97 90-94
2. Leadership Award	Gold	Selection should follow the prescribed rubrics formulated by the Awards Committee (AC), thus, should not be based only on academic rating
3. Awards for Work Immersion (Grade 12)	Gold	
4. Award for Research/Innovation (grade 12)	Gold	
5. Award for Outstanding Performance in Specific Discipline	Gold	
6. Award fir Club/Organization Achievement	Plaque for the Club/Organization  Certificate for each member with school logo	The club should receive at least 90% of the prescribed criteria
7. Special Recognition	Certificate (may showcase the actual certificates, medals, trophies, and/or plaques)	Students who: 1. Represented and/or won competitions 2. Brought honors to the school

Medals donated by Colleges and Universities shall not be awarded during the moving up or graduation rites. However, the medals of excellence given by the Senate of the Philippines can be included during the awards ceremony.

4. DepEd Officials who are designated to represent the Schools Division Superintendent in the schools during the graduation and moving up rites shall also serve as the Monitoring Officials during the deliberation of awards and shall likewise represent the SDS as confirming officials.

5. Enclosed is the suggested program for the 2025 Graduation Rites for Public Elementary and Secondary Schools for the reference of all concerned. It is further reiterated that no other speeches and/or presentation shall be conducted after the Closing Remarks/Acknowledgment.

6. For information, guidance, and strict compliance.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent



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## SAMPLE PROGRAM FOR GRADUATION/MOVING UP CEREMONIES

Name of School

Date

Time

### **Henerasyon ng Pagkakaisa: Kaagapay sa Bagong Pilipinas** (Generation of Unity: Partners for the New Philippines)

I.	Processional	The Graduating Class/Completers, Parents, Faculty, School Principal, and Guests
II.	Entrance of Colors (Optional)	
III.	Philippine National Anthem	
IV.	Invocation	
V.	Welcome Remarks	Student with the 2 <sup>nd</sup> highest GWA
VI.	Presentation of Candidates for Graduation/Completion	Class Adviser
VII.	Certification	School Head
VIII.	Confirmation of the Graduates (Completers for Moving Up)	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent or her Representative
IX.	Distribution of Certificates	SDS/Representative to be assisted by the principal
X.	Introduction of the Guest Speaker (Optional)	Principal or Member of the Faculty
XI.	Message of the Guest Speaker	Invited Guest Speaker (Optional but preferably an Alumnus of the School)
XII.	Awarding of Honors and Special Awards	SDS/Representative, Guest Speaker, Principal, Teachers, and Parents
XIII.	Words of Gratitude	Student with the highest GWA
XIV.	Pledge of Loyalty	Batch President or any batch representative
XV.	Graduation Song	The Graduates/Completers
XVI.	Closing Remarks and Acknowledgment	The School Principal
XVII.	Recessional	The Guests, School Principal, Faculty, and Graduates

*\*Guest of Honor and Speaker should not be part of the Distribution of Certificates*



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