



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

DepED DEPARTMENT OF EDUCATION	
Schools Division of Tabuk City	
RELEASED	
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Office of the Schools Division Superintendent

September 26, 2025

DIVISION MEMORANDUM

No. 424 s.2025

**CONDUCT OF MEETING AND PRACTICE IN PREPARATION FOR THE UPCOMING
GRADUATION AND COMPLETION RITES FOR S.Y. 2024-2025**

TO: CID Chief
School Heads with CLCs
ALS Teachers
ALS Completers
All others concerned

1. Please be informed that there will be a **meeting and practice** for all ALS learners who are eligible for graduation. This meeting is in preparation for the upcoming Graduation and completion Rites for School Year 2024-2025 at SDO Tabuk Gymnasium on October 1, 2025, 8 o'clock in the morning onwards.
2. You are required to attend as we will discuss important matters and begin the practice for the program proper.
3. Agenda are the following:
 - a. Overview of Graduation Program
 - b. Assignment of Roles (e.g., emcee, intermission numbers, awardees)
 - c. Practice of Processional and Recessional
 - d. Reminders on Graduation Requirements and Attire
4. Immediate and wide dissemination of this memorandum is required.

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

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