



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

March 26, 2026

Division Memorandum
No. 39, s. 2025

OFFICIAL PROTOCOLS FOR THE 2025–2026 GRADUATION RITES

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary and Secondary)
All Others Concerned

1. Pursuant to DepEd Order No. 009, s. 2023 titled “An Order Updating the Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-of-School-Year Rites” and DepEd Memorandum No. 15, s. 2026 titled “Conduct of the K to 12 Basic Education Program End-of-School-Year Rites for the School Year 2025–2026,” and in reference to Regional Memorandum No. 227, s. 2026, this Office hereby issues the Official Protocols for the 2025–2026 End-of-School-Year (EOSY) Rites for implementation in the Schools Division of Tabuk City.

2. The Schools Division Superintendent (SDS), as the primary Confirming Authority in the DepEd hierarchy, holds the legal authority to confirm the graduation of learners within the division.

3. In instances where the SDS is unable to attend all graduation ceremonies simultaneously, the authority to confirm graduates is delegated to authorized representatives to wit:

- Assistant Schools Division Superintendent (ASDS)
- Chief, Curriculum Implementation Division (CID)
- Chief, Schools Governance and Operations Division (SGOD)
- Education Program Supervisors (EPS)
- Public Schools District Supervisors
- School Heads (in cases where no division official is available, the highest-ranking school official may be authorized to confirm)

4. All graduation rites shall strictly follow the “**Presentation-and-Confirmation**” sequence:

- The School Head “CERTIFIES” that the learners have met all requirements and “PRESENTS” them to the authorized representative of the SDS;



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- The Confirming Official “ACCEPTS” the candidates and “CONFIRMS” them as graduates/completers by the authority vested in them by the Department of Education.

5. All concerned are directed to ensure compliance with these protocols to uphold the integrity, solemnity, and standardization of the graduation rites across the division.

6. Immediate dissemination of this Memorandum is hereby directed.



BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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