



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu Province

Office of the Schools Division  
Superintendent

May 31, 2022

**DIVISION MEMORANDUM**

No. **139**, s. 2022

**REMINDERS REGARDING END-OF-SCHOOL YEAR GRADUATION OR  
COMPLETION RITES AND OTHER CONCERNS**

**To:** Assistant Schools Division Superintendents  
Chief Education Supervisors  
Public Schools District Supervisors/Districts-in-Charge  
Public Elementary/Secondary School Heads  
All Others Concerned

1. The Office hereby reminds the field the stipulations of DepEd Memorandum No. 043. s. 2022 dated 10 May 2022 Re: "Conduct of the K to 12 Basic Education Program End-of-School Year Rites for School Year 2021-2022 in Light of the Covid-19 Public Health Emergency", as follows (quoting paragraph 7):

"7. The following measures must be strictly observed at all times:

- a. **Face masks** must be worn throughout the entire event,
- b. At least a **one-meter safe distance** must be observed between individuals,
- c. Participants must be seated at their **assigned seats only**,
- d. **Handshake or any other forms of physical contact** is **discouraged**, and
- e. Only the parents or **one designated guardian** shall be permitted to accompany a mover or candidate for graduation (*bold characters supplied*)."

2. Schools with **high number of unvaccinated teachers, learners and parents** may opt for a virtual graduation/completion rites' ceremony. Quoting paragraph 8 of DepEd Memorandum No. 043, s. 2022:

"8. The virtual conduct of the EOSY rites may be an option for schools and CLCS, whenever feasible. Schools and CLCS may prepare a short program that will run in not more than two hours in consideration of the internet connectivity required. Only the completers/candidates for graduation, together with their parents/guardians, teachers, school officials and invited guests shall be present during the virtual rites. Schools, with the consent of parents, have the option to livestream the virtual EOSY rites via appropriate online platforms."



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3. Priority in participating face-to-face completion/graduation rites shall be given to learners who are currently attending face-to-face classes. Candidates for graduation or completion who are still in the modular program are advised to attend the graduation or completion ceremony virtually. Schools may livestream the EOSY rites via appropriate online platforms. **A hybrid completion or graduation rites may be resorted by schools with high number of completers/graduates (combination of face-to-face and virtual ceremonies) to minimize graduation expenses (rentals to sound system, venues, food, etc.).**

4. However, if unvaccinated candidates for graduation/completion and parents prefer to attend or participate the face-to-face graduation or completion ceremony, the local/municipal IATF (rural health physician) must be consulted or informed on this matter. If there is no objection given by the RHU, then unvaccinated graduates or completers and parents can participate the face-to-face graduation/completion rites, **except for unvaccinated teachers, school heads and other nonteaching personnel.**

5. The use of togas by the candidates for graduation or completion (Kindergarten, Grade 6, Grade 10 and Grade 12) during graduation or completion rites is **optional**. The **use of school uniforms** may be resorted to. Use of togas, having graduation/batch yearbook or batch pictures (for high school) and other pictorials needed for the completers or graduates must be discussed and agreed with the parents (PTAs) to avoid complaints and other issues. **However, graduation/completion rites' expenses such as rental of sound systems, tables, chairs and other incidental expenses relating to end-of-school year rites shall be chargeable to the school's MOOE subject to its availability and the usual accounting/auditing rules or regulations.**

6. Templates for diplomas or certificates shall still follow **DepEd Order No. 002, s. 2019 dated 18 February 2019 and DepEd Memorandum No. 025, s. 2019 dated 01 March 2019**. Common errors shall be avoided such as: if the word or phrase is in bold character, underlining is no longer necessary or needed; use of comma should be avoided if the date comes first before the month (example: Given this 30<sup>th</sup> day of May 2022/correct; Given this 30<sup>th</sup> day of **May, 2022/erroneous**). Please download the sample diploma templates in the division website at [www.cebuprovince.deped.gov.ph](http://www.cebuprovince.deped.gov.ph) for further details (c/o IT). **As much as possible, the original or real copies of the diplomas/certificates must be given to the candidates for graduation/completion during the day of the graduation/completion ceremony or rites.**

7. **Teacher/s-in-Charge or school caretakers can sign** the certificates or diplomas as long as they have valid designation orders from the schools division superintendent. Public schools district supervisors **may initial** the diplomas or certificates below the name of the schools division superintendent or at the back portion of the diplomas or certificates.

8. Report cards and other school forms shall be closed using the date **June 24, 2022/Friday** (last day of the school year) as per **DepEd Order No. 29, s. 2021** (School Calendar).

9. However, diplomas and certificates must be dated based on the actual date of the ceremony or graduation/completion rites being conducted by the school (which may fall on June 27 to July 2, 2022). **Antedating or forward dating to official and legal documents is discouraged to avoid legal troubles and issues. Real time or actual time of the transaction of the document is still the best option.**

10. Central office, regional and division officials may be printed/included in the graduation or completion rites' programs. Messages of the secretary, regional director, schools division superintendent and municipal mayor may also be included. Careful editing must be done since the term of the incumbent Secretary and the municipal mayors **will end on 12:00 Noon of June 30, 2022**. A committee must be created in the schools that will be responsible in the preparation of the graduation or completion rites' programs, to ensure the accuracy in terms of format, substance/grammar, protocols and traditions.

11. If the name of the Secretary will be printed in the graduation program (a remark/asterisk shall be indicated: "*until June 30, 2022*"); same with municipal mayors/officials who lost in the previous elections; *until June 30, 2022*". List/s of regional and division officials are herein attached for the information of all concerned.

12. **Summer classes or remedial/advancement classes shall start on July 4, 2022 and will end on August 12, 2022.** School heads who intend to open summer classes must submit documents on or **before June 28, 2022**. There should be a minimum of at least ten (10) learners in a summer class to be taught by the teacher/s who failed them (learners) in the preceding or previous school year.

13. **School Year 2022-2023** will tentatively open on **August 22, 2022**. For questions and clarifications about end-of-school year rites and other matters, you may contact (directly) the Division Office/Schools Governance & Operations Division (SGOD).

14. Wide dissemination of and strict compliance with this Memorandum is hereby directed.

  
**MARILYN S. ANDALES EdD, CESO V**  
Schools Division Superintendent

sds/sgod/vay/2022



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*Enclosure 1*

## **DEPED OFFICIALS**

Leonor Magtolis Briones	- DepEd Secretary (until June 30, 2022)
Dr. Salustiano T. Jimenez CESO V	- Regional Director
Dr. Cristito A. Eco CESO V	- Assistant Regional Director

## **OFFICIALS OF DEPED CEBU PROVINCE**

Dr. Marilyn S. Andales, CESO V	- Schools Division Superintendent
Dr. Anelito A. Bongcawil CESO VI	- Assistant Schools Division Superintendent
Dr. Lorenzo M. Dizon CESO VI	- Assistant Schools Division Superintendent
Dr. Fay C. Luarez CESE	- Assistant Schools Division Superintendent
Dr. Victor A. Ybañez CESE	- Chief Education Supervisor, SGOD
Dr. Mary Ann P. Flores	- Chief Education Supervisor, CID
Dr. Pamela A. Rodemio	- Education Program Supervisor, Mathematics
Dr. Chona B. Redoble	- Education Program Supervisor, English
Dr. Jose Gary R. Napoles	- Education Program Supervisor, TLE
Mrs. Maria Elena T. Paras	- Education Program Supervisor, SPED & KINDER
Mrs. Juvimar E. Montolo	- Education Program Supervisor, Science
Mrs. Nenita G. Jaralve	- Education Program Supervisor, MAPEH
Mrs. Jane O. Gurrea	- Education Program Supervisor, Guidance & Val. Educ
Mrs. Rosemary Oliverio	- Education Program Supervisor, Aral Pan
Mrs. Araceli A. Cabahug	- Education Program Supervisor, Filipino
Mr. Isaiash T. Wagas	- Education Program Supervisor, LRMDs
Dr. Clavel Salinas	- Division SHS Coordinator
Dr. Raul Jumao-as	- Division EPP Coordinator
Mr. Luis Arioja	- Division SPED Coordinator
Dr. Gerardo S. Mantos	- Education Program Supervisor, SGOD
Maria Socorro N. Relacion	- Senior Educ. Program Specialist- HRD
Dr. Margarita A. Nierra	- Senior Educ. Program Specialist- P & R
Dr. Roderic T. Goles	- Senior Educ. Program Specialist- M & E
Mr. Chaney A. Gulfan	- Senior Educ. Program Specialist- Soc. Mob
Engr. Danny Borces	- Division Lead Engineer
Atty. Orville de la Cerna	- Division Legal Counsel
Mr. Jeremy C. Denampo	- Administrative Officer V
Mrs. Desiree C. Ramos	- Division Accountant III
Mrs. Maxima Truya	- Division Budget Officer
Miss. Ma. Theresa Peralta	- Division Cashier
Mrs. Monina Sarah Pomarejos	- Division HRMO
Mr. Emmanuel F. Mendoza	- Division ITO
Mr. Patricio Gonzaga	- Division Supply Officer
Mr. Floren Semblante	- Division Record Officer
Mrs. Agustina R. Albiso	- Division Planning Officer III
Dr. Virgilio Tantuico	- Division Physician
Dr. Asterterie Bernales	- Division Physician
Dr. Marlene Bacus	- Division Dentist
Mrs. Namue dela Torre	- Nurse-in-Charge