



Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF TUGUEGARAO CITY

June 22, 2021

DIVISION MEMORANDUM

No. 126, s. 2021

**CONDUCT OF VIRTUAL END OF SCHOOL YEAR RITES
 FOR SCHOOL YEAR 2020-2021**

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

1. Relative to the conduct of the Virtual End of S.Y. 2020-2021 Rites, this Office through the Curriculum Implementation Division (CID) hereby provides sample copies and script of the parts and time allotment for each to achieve a smooth administration of the Virtual Ceremonies: **Moving-Up Ceremonies and Graduation Exercises.**

2. Furthermore, take note of the following reminders:
 - 2.1 Clearance to all learners from Kinder to Grade 12 is not a requirement in the issuance of cards and other documents.
 - 2.2 Projects/performance tasks not related to academics are not allowed.
 - 2.3 All documents/certifications needed by the graduates must be given on or a day after the graduation rites.
 - 2.4 School Heads shall personally issue such documents to the graduates' parents/guardians on scheduled basis. IATF Protocols must be strictly observed.
 - 2.5 Class advisers are required to submit all school forms to the office of the Principal on scheduled basis and follow strictly the IATF Protocols.
 - 2.6 NO pupil/student must report to school before, during and after the virtual ceremony.
 - 2.7 NO collection policy must be strictly observed.

3. For further information, refer to DepEd Memo No. 27, s. 2021 (Conduct of the K to 12 Basic Education Program End-of-School Year Rites for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency), DepEd Order No. 18, s. 2021 (Interim Guidelines on Giving of Awards & Recognition in Light of the Basic Education Learning Continuity Plan for School Year 2020-2021) and DepEd Memo No. 30, s. 2021 (Clarification on the Recognition of Academic Excellence Awardees Per DepEd Order No. 36, s. 2016)

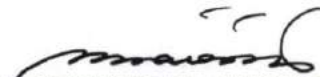


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4. Attached are the templates.
5. For information, widest dissemination and strict compliance.


REYNANTE Z. CALIGUIRAN

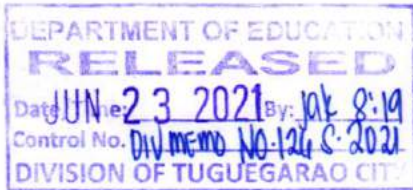
Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent



Encl: As stated
 Reference:

To be indicated in the Perpetual Index
 Under the following subjects:

CURRICULUM	SCHOOLS	STUDENTS
TEACHERS	PROGRAMS	



cid/esc/erp



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1. Moving Up Ceremonies (Kindergarten)

Parts	Allotted Time
a. Privacy Statement	3-5 minutes
b. Philippine National Anthem	53 seconds
c. Opening Prayer	2-3 minutes
d. Welcome Message	2-3 minutes
e. Presentation of Candidates for Completion (School Head)	<p><i>Good morning/afternoon!</i></p> <p><i>I have the honor to present to you the kindergarten candidates for completion of ____ this School Year 2020-2021 composed of ____ boys and ____ girls with a total of ____.</i></p> <p><i>Sir/Madam, they now await your certification.</i></p>
f. Certification of Completers (PSDS/EPS)	<p><i>Sir/Ma'am, it is my singular honor to certify that these ____ kindergarten candidates for completion have satisfactorily completed the requirements prescribed by the K to 12 Basic Education Program of the Department of Education.</i></p> <p><i>Sir/Madam, they now await your confirmation.</i></p>
g. Confirmation of the Completers – SDS or his authorized representative	<p><i>By the authority vested in me as the representative of Hon. Leonor Magtolis-Brinoes, Secretary of the Department of Education through Benjamin D. Paragas, PhD., CESO IV, of the Department of Education – Regional Office 02 and having been presented by the _____ (School Head) and duly certified by the Schools District Supervisor/Education Program Supervisor that you have satisfactorily completed the basic requirements prescribed by the Department of Education under the K to 12 Basic Education Program, I now confirm you Kindergarten Completers of _____ for School Year 2020 – 2021.</i></p> <p><i>Congratulations to you and to your lucky parents!</i></p> <p><i>By the authority vested in me as the representative of Hon. Leonor Magtolis-Brinoes, Secretary of the Department of Education through Sir Reynante</i></p>
<i>For the authorized representative of the SDS</i>	



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	<p><i>Zipagan-Caliguiran, Schools Division Superintendent, and having been presented and certified by _____ (School Head) that you have satisfactorily completed the basic requirements prescribed by the Department of Education under the K to 12 Basic Education Program, I now confirm you kindergarten completers of _____ for this School Year 2020 - 2021.</i></p> <p><i>Congratulations to you and to your lucky parents!</i></p>
h. Inspirational Message – SDS	
i. Presentation of Kindergarten Completers	Depends upon the number of completers.
j. Words of Gratitude – Completer	2-3 minutes
k. Completers’ Song	2-3 minutes
l. Acknowledgement – School Head	2-3 minutes
m. Outro – Master of Ceremonies	2 minutes



2. Graduation Exercises (Grade 6 and Grade 12)

Parts	Allotted Time
a. Privacy Statement	2-5 minutes
b. Philippine National Anthem	53 seconds
c. Himig ng Rehiyon Dalawa, Tuguegarao City Hymn	5 minutes
d. Invocation/Ecumenical Prayer	2-3 minutes
e. Welcome Remarks (Honor Student)	2-3 minutes
f. Presentation of Candidates for Graduation (School Head)	<p><i>Good morning/ afternoon!</i></p> <p><i>I have the honor to present to you the candidates for graduation of (school) this School Year 2020-2021 composed of ____ boys and ____ girls with a total of ____.</i></p> <p><i>May I request the Schools District Supervisor/ Education Program Supervisor to certify the completion of the requirements of these candidates.</i></p> <p><i>Sir/Madam, they now await your certification.</i></p>
g. Certification by the PSDS/EPS	<p><i>Sir/Ma'am, it is my singular honor to certify that these ____ candidates for graduation have satisfactorily completed the requirements prescribed by the K to 12 Basic Education Program of the Department of Education.</i></p> <p><i>Sir/Madam, they now await your confirmation.</i></p>
h. Confirmation of the Graduates – SDS or his authorized representative	<p><i>By the authority vested in me as the representative of Hon. Leonor Magtolis-Briones, Secretary of the Department of Education through Benjamin D. Paragas, PhD., CESO IV, of the Department of Education – Regional Office 02 and having been presented by the ____ (School Head) and duly certified by the Schools District Supervisor/ Education Program Supervisor that you have satisfactorily completed the basic requirements prescribed by the Department of Education under the K to 12 Basic Education Program, I now confirm you graduates of ____ for School Year 2020 – 2021.</i></p> <p><i>Congratulations to you and to your lucky parents!</i></p>



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<p>For the authorized representative of the SDS</p>	<p>By the authority vested in me as the representative of Hon. Leonor Magtolis-Briones, Secretary of the Department of Education through Sir Reynante Zipagan-Caliguiran, Schools Division Superintendent, and having been presented and certified by _____ (School Head) that you have satisfactorily completed the basic requirements prescribed by the Department of Education under the K to 12 Basic Education Program, I now confirm you graduates of _____ for this School Year 2020 – 2021.</p> <p>Congratulations to you and to your lucky parents!</p>
<p>i. Graduation Message – SDS/Regional Director/Secretary</p>	
<p>j. Presentation of Graduates & Recognition of Academic Excellence Awardees</p>	<p>Depends on the number of graduates</p>
<p>k. Words of Gratitude (Honor Student)</p>	<p>2-3 minutes</p>
<p>l. Introduction of the Guest Speaker (optional)</p>	<p>2-3 minutes</p>
<p>m. Message (Invited Guest – optional)</p>	<p>5-7 minutes</p>
<p>n. Pledge of Loyalty</p>	<p>1-2 minutes</p>
<p>o. School Hymn/Graduation Song</p>	<p>2-3 minutes</p>
<p>p. Acknowledgement – School Head</p>	<p>2-3 minutes</p>
<p>q. Outro – Master of Ceremonies</p>	<p>2 minutes</p>



3. Moving-up Ceremonies (Grade 10)

Parts	Allotted Time
a. Privacy Statement	5 minutes
b. Philippine National Anthem	53 seconds
c. Himig ng Rehiyon Dalawa, Tuguegarao City Hymn	2-3 minutes
d. Invocation/Ecumenical Prayer	2-3 minutes
e. Welcome Remarks (Honor Student)	2-3 minutes
f. Presentation of Candidates for Completion (School Head)	<p><i>Good morning/afternoon!</i></p> <p><i>I have the honor to present to you the candidates for completion of _____ this School Year 2020-2021 composed of _____ boys and _____ girls with a total of _____.</i></p> <p><i>May I request the Schools District Supervisor/Education _____ Program Supervisor to certify the completion of the requirements of these candidates.</i></p> <p><i>Madam/Sir, they now await your certification.</i></p>
g. Certification by the PSDS/EPS	<p><i>Sir/Ma'am, it is my singular honor to certify that these _____ candidates for completion have fully satisfied the requirements prescribed by the K to 12 Basic Education Program of the Department of Education.</i></p> <p><i>Ma'am/Sir, they now await your confirmation.</i></p>
h. Confirmation of the Completers – SDS or his authorized representative	<p><i>By the authority vested in me as the representative of Hon. Leonor Magtolis-Briones, Secretary of the Department of Education through Benjamin D. Paragas, PhD., CESO IV, of the Department of Education – Regional Office 02 and having been presented by the _____ (School Head) and duly certified by the district supervisor that you have completed the basic requirements prescribed by the Department of Education under the K to 12 Basic Education Program, I now confirm you Junior High School Completers of _____ for School Year 2020 – 2021.</i></p> <p><i>Congratulations to you and to your lucky parents!</i></p>



<p>For the authorized representative of the SDS</p>	<p>By the authority vested in me as the representative of Hon. Leonor Magtolis-Briones, Secretary of the Department of Education through Sir Reynante Zipagan-Caliguiran, Schools Division Superintendent, and having been presented and certified by _____ (School Head) that you have satisfactory completed the basic requirements prescribed by the Department of Education under the K to 12 Basic Education Program, I now confirm you Junior High School completers of _____ for this School Year 2020 - 2021.</p> <p>Congratulations to you and to your lucky parents!</p>
<p>i. Presentation of Completers & Recognition of Academic Excellence Awardees</p>	<p>Depends on the number of candidates.</p>
<p>j. Words of Gratitude (Honor Student)</p>	<p>2-3 minutes</p>
<p>k. Introduction of the Guest Speaker (optional)</p>	<p>2-3 minutes</p>
<p>l. Message (Invited Guest - optional)</p>	<p>5-7 minutes</p>
<p>m. Moving-up Song (Completers)</p>	<p>2-3 minutes</p>
<p>n. Closing Remarks</p>	<p>2-3 minutes</p>
<p>o. Outro - Master of Ceremonies</p>	<p>2-3 minutes</p>

