



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

2024-93485

DM- 2024- 05 -202
DEPED MALAYBALAY CITY DIVISION
RELEASE
R 07 MAY 2024 D
Date: _____
By: _____

DIVISION MEMORANDUM

No. 202, s. 2024

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
School Heads
All others concerned
This Division

FROM: **CHERRY MAE L. LIMBACO-REYES**
Schools Division Superintendent

DATE: May 06, 2024

SUBJECT: **GUIDELINES AND SCHEDULES OF THE END-OF-THE-SCHOOL-YEAR RITES FOR THE SCHOOL YEAR 2023-2024**

1. Pursuant to Department of Education Memorandum 023 s. 2024 Conduct of the K to 12 Basic Education Program End-of-the-School Year Rites for the School Year 2023-2024, the Division announces the **GUIDELINES AND SCHEDULES OF THE END-OF-THE-SCHOOL-YEAR RITES FOR THE SCHOOL YEAR 2023-2024**.

2. In this vein, all school heads are enjoined to follow the guidelines and schedules of Graduation and Moving-up ceremonies for Kindergarten, Elementary, Junior High School and Senior High School from May 29-31, 2024. The theme for the SY 2023-2024 End-of-the-School-Year Rites shall be **Kabataang Pilipino Para sa Matatag na Kinabukasan ng Bagong Pilipinas**.

4. **Graduation and Moving-Up Ceremonies** shall be **simple but meaningful**. While these rites mark a milestone in the lives of the learners, graduation and moving-up ceremonies shall be conducted without excessive spending, extravagant attire, or extraordinary venues.

5. **Non-academic projects articulated in DO 66, s. 2017**, Implementing Guidelines on the Conduct of Off-Campus Activities, such as attendance at field trips, film showings, the Junior-Senior Promenade, and other school events, shall not be imposed as graduation or completion requirements.

6. For public schools, **expenses** relative to the activity shall be charged to the school's **Maintenance and Other Operating Expenses (MOOE)**, subject to existing guidelines. **No DepEd personnel shall be allowed to collect** any kind of contribution or fee for the Graduation/ Moving- Up Ceremony.



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7. To ensure the safety and protection of learners, teachers, and attendees, schools are advised to hold their **EOSY Rites in indoor venues** with **proper ventilation or covered courts** to avoid exposure to the extreme heat of the sun. **Schools shall avoid scheduling their EOSY Rites** during the **time of the day when temperatures are at their highest.**

8. To facilitate uniformity of the stage background, all school heads are enjoined to download the prescribed templates for Graduation Ceremony at <https://bit.ly/4a4CyZD> and for Moving-Up Ceremony at <https://bit.ly/4abbpUX>. Further, Schools are given the choice to decide what **color to use** on the ground that if the **existing stage use dark backgrounds**, then white graduation or Moving-Up Ceremony background is recommended and if the **existing stage use white backgrounds**, then dark graduation or Moving-Up Ceremony background is recommended. The dimension of the background will be decided by the school heads so long the wordings of the backgrounds are visible from a distance. School heads are also advised to **copy and paste** before **editing the background.**

8. Attached are the memorandum, parts, guidelines, sample scripts and schedules of the graduation and moving-up ceremonies and the list of Division Personnel for reference.

9. Should there be queries, contact **Ralph T. Quirog**, Chief, Curriculum Implementation Division/ **Dindo M. Gabales** Education Program Supervisor/**Vicente G. San Miguel**, Public Schools District Supervisor.



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GRADUATION RITES WITH CONFIRMING OFFICIALS

No.	SCHOOL	DISTRICT	GRADUATION DATE	TIME	CONFIRMING OFFICIALS
1	Managok National High School	District 3	May 29, 2024	9:30 a.m	Ralph T. Quirog
2	San Martin Agro-Industrial National High School (SHS)	District 8	May 29, 2024	10:00 a.m.	Cherry Mae L. Limbaco-Reyes with Aba Q. Allba
3	Bangcud National High School (SHS)	District 7	May 29, 2024	1:00 p.m	Cherry Mae L. Limbaco-Reyes With Jovy G. Molina
4	Malaybalay City Senior High School	District 5	May 29, 2024	3:30 p.m	Cherry Mae L. Limbaco-Reyes With Liza G. Balintongog
5	Can-ayan Integrated School (SHS)	District 2	May 30, 2024	8:00 a.m	Cherry Mae L. Limbaco-Reyes with Ferdinand V. Mortera
6	Malaybalay City National Science High School (SHS)	District 6	May 30, 2024	10:30 a.m.	Cherry Mae L. Limbaco-Reyes with Noel A. Tan Nerry
7	Luyungan High School (SHS)	District 7	May 30, 2024	1:00 p.m.	Cherry Mae L. Limbaco-Reyes with Romil T. Jabonero
8	Bukidnon National High School (SHS)	District 3	May 31, 2024	8:00 a.m	Cherry Mae L. Limbaco-Reyes with Ralph T. Quirog
9	Dalwangan National High School (SHS)	District 1	May 31, 2024	1:00 p.m.	Cherry Mae L. Limbaco-Reyes with Manny B. Pimentel
10	Silae National High School (SHS)	District 10	May 29, 2024	1:00 a.m.	Ralph T. Quirog
11	Casisang National High School (SHS)	District 4	May 29, 2024	2:00 p.m	Ralph T. Quirog
12	Magsaysay Integrated School (JHS & SHS)	District 6	May 30, 2024	10:30 a.m.	Ralph T. Quirog
13	Lalawan National High School (SHS)	District 8	May 30, 2024	2:30 p.m.	Ralph T. Quirog
14	Kalasungay National High School (SHS)	District 5	May 31, 2024	8:00 a.m	Lorenzo O. Capacio
15	Malaybalay City National High School (SHS)	District 5	May 31, 2024	1:00 p.m.	Ralph T. Quirog



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16	Busdi Integrated School (JHS & SHS)	District 10	May 29, 2024	9:00 a.m.	Lorenzo O. Capacio
17	Tuburan Integrated School	District 10	May 30, 2024	9:00 a.m.	Lorenzo O. Capacio
18	St. Peter National High School	District 10	May 30, 2024	1:00 p.m.	Lorenzo O. Capacio

**GRADUATION RITES WITH CONFIRMING OFFICIALS
ELEMENTARY AND OTHER INTEGRATED SCHOOLS**

No.	SCHOOL	DISTRICT	GRADUATION DATE	TIME	CONFIRMING OFFICIALS
DISTRICT 10					
1	Pigpamulahan Elementary School	District 10	May 29, 2024	9:00 a.m.	Dindo M. Gabales
2	Zamboanguita Elementary School	District 10	May 29, 2024	1:00 p.m.	Dindo M. Gabales
3	St. Peter Elementary School	District 10	May 29, 2024	9:00 p.m.	Perlita B. Borgoños
4	Indalasa Elementary School	District 10	May 29, 2024	1:00 p.m.	Perlita B. Borgoños
5	Mapulo Elementary School	District 10	May 29, 2024	9:00 a.m.	Rosalio P. Arangco
6	Silae Elementary School	District 10	May 29, 2024	1:00 a.m.	Rosalio P. Arangco
8	Kulaman Elementary School	District 10	May 30, 2024	9:00 a.m.	Dindo M. Gabales
9	Kibalabag Elementary School	District 10	May 30, 2024	1:00 p.m.	Dindo M. Gabales & Perlita B. Borgoños
10	Caburacanan Elementary School	District 10	May 30, 2024	9:00 a.m.	Perlita Wales-Borgoños
11	Pighalugan Elementary School	District 10	May 30, 2024	10:00 p.m.	Rosalio P. Arangco



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DISTRICT 9

1	Matangpatang Elementary School	District 9	May 29, 2024	8:00 a.m.	Vicente G. San Miguel & Maria Concepcion S. Reyes
2	Bagong Silang Elementary School	District 9	May 29, 2024	10:00 a.m.	Vicente G. San Miguel & Maria Concepcion S. Reyes
3	Lunokan Elementary School	District 9	May 30, 2024	7:00 a.m.	Vicente G. San Miguel & Maria Concepcion S. Reyes
4	Maligaya Elementary School	District 9	May 30, 2024	9:00 a.m.	Maria Concepcion S. Reyes
5	Managok Central School	District 9	May 30, 2024	9:00 a.m.	Vicente G. San Miguel
6	Miglamin Elementary School	District 9	May 30, 2024	1:00 p.m.	Maria Concepcion S. Reyes
7	Miglamin National High School	District 9	May 30, 2024	1:00 pm.	Vicente G. San Miguel
8	Dumayas Elementary School	District 9	May 31, 2024	8:00 a.m.	Vicente G. San Miguel

DISTRICT 8

1	San Martin National High School (JHS)	District 8	May 29, 2024	8:00 a.m.	Aba Q. Allaba & Analy L. Ocier
2	San Martin Elementary School	District 8	May 29, 2024	10:00 a.m.	Aba Q. Allaba & Analy L. Ocier
3	Paiwaig Elementary School	District 8	May 30, 2024	8:00 a.m.	Aba Q. Allaba & Analy L. Ocier
4	Lalawan National High School (JHS)	District 8	May 30, 2024	10:00 a.m.	Aba Q. Allaba & Analy L. Ocier
5	Lalawan Elementary School	District 8	May 30, 2024	1:00 p.m.	Aba Q. Allaba & Analy L. Ocier
6	Isabela Ayala Elementary School	District 8	May 31, 2024	8:00 a.m.	Aba Q. Allaba & Analy L. Ocier
7	Sawaga Elementary School	District 8	May 31, 2024	10:00 a.m.	Aba Q. Allaba & Analy L. Ocier
8	Linabo Elementary School	District 8	May 31, 2024	1:00 pm	Aba Q. Allaba & Analy L. Ocier



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9	San Roque Elementary School	District 8	May 31, 2024	8:00 a.m	Aba Q. Allaba & Analy L. Ocier
DISTRICT 7					
1	Calawag Elementary School	District 7	May 29, 2024	8:00 a.m.	Jovy G. Molina & Imelda S. Bentillo
2	Dapulan Elementary School	District 7	May 29, 2024	10:30 a.m.	Jovy G. Molina & Imelda S. Bentillo
3	Macote ES	District 7	May 29, 2024	1:30 p.m.	Jovy G. Molina & Imelda S. Bentillo
4	Binalbagan Elementary School	District 7	May 30, 2024	8:00 a.m.	Jovy G. Molina & Imelda S. Bentillo
5	Simaya Integrated School (Elementary)	District 7	May 30, 2024	1:00 p.m.	Jovy G. Molina & Imelda S. Bentillo
6	Bangcud Central School	District 7	May 31, 2024	8:00 a.m.	Jovy G. Molina & Imelda S. Bentillo
7	Padernal Elementary School	District 7	May 31, 2024	1:00 p.m.	Jovy G. Molina & Imelda S. Bentillo
DISTRICT 6					
1	Mapayag Integrated School (ES & JHS)	District 6	May 29, 2024	8:00 a.m	Sharon Mae A. Bongocan
2	Bendolan Elementary School	District 6	May 29, 2024	10:30 a.m.	Noel A. Tan Nery
3	Cabangahan Elementary School	District 6	May 29, 2024	1:30 p.m.	Noel A. Tan Nery
4	Magsaysay Integrated School (ES)	District 6	May 30, 2024	8:00 a.m.	Sharon Mae A. Bongocan
5	Laguitas Elementary School	District 6	May 30, 2024	10:30 a.m.	Sharon Mae A. Bongocan
6	Aglayan Central School	District 6	May 30, 2024	1:30 p.m	Noel A. Tan Nery
7	Upper Aglayan Elementary School	District 6	May 31, 2024	8:00 a.m.	Sharon Mae A. Bongocan
8	Balangbang Elementary School	District 6	May 31, 2024	8:00 a.m.	Sharon Mae A. Bongocan
9	Malaybalay City National Science High School	District 6	May 31, 2024	1:30 p.m.	Noel A. Tan Nery



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DISTRICT 5					
1	Panamucan ES	District 5	May 29, 2024	8:00 a.m.	Liza G. Balintongog & Rosie A. Salupado
2	Mabuhay Integrated School (Elem)	District 5	May 29, 2024	10:00 a.m.	Liza G. Balintongog & Rosie A. Salupado
3	Mabuhay Integrated School (JHS)	District 5	May 29, 2024	1:00 pm	Liza G. Balintongog & Rosie A. Salupado
3	Airport Village Elementary School	District 5	May 30, 2024	8:00 a.m.	Liza G. Balintongog & Rosie A. Salupado
4	Natid-asan Elementary School	District 5	May 30, 2024	10:00 a.m.	Liza G. Balintongog & Rosie A. Salupado
5	Casisang Central Integrated School (Elem)	District 5	May 30, 2024	1:00 p.m	Liza G. Balintongog & Rosie A. Salupado
6	Malaybalay City National High School (JHS)	District 5	May 31, 2024	10:00 a.m	Liza G. Balintongog & Rosie A. Salupado
7	San Jose Elementary School	District 5	May 31, 2024	1:00 p.m	Liza G. Balintongog & Rosie A. Salupado
DISTRICT 3 and 4					
1	Malaybalay City CS (G6)	District 4	May 29, 2024	8:00 a.m.	Cherry Mae L. Limbaco-Reyes with Evernold C. Berial
3	BCT Elementary School	District 4	May 29, 2024	10:00 a.m.	Evernold C. Berial
4	Bukidnon National High School JHS	District 3	May 30, 2024	8:00 am	Purisima J. Yap
5	Imbayao Elementary School	District 3	May 30, 2024	8:00 am	Evernold C. Berial
6	Casisang National High School- JHS	District 4	May 30, 2024	1:00 pm	Purisima J. Yap
7	Imbayao National High School-JHS	District 3	May 30, 2024	1:00 pm	Evernold C. Berial
8	Sta. Ana Elementary School	District 3	May 31, 2024	8:00 a.m.	Evernold C. Berial
9	Barangay 9 ES	District 3	May 31, 2024	1:00 p.m	Evernold C. Berial



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DISTRICT 2

1	Baganao Elementary School (GRADE 6)	District 2	May 29, 2024	7:00 am	Ferdinand V. Mortera
2	Kibalabag Integrated School (Kinder/ JHS)	District 2	May 29, 2024	9:00 am	Ferdinand V. Mortera
3	Kibalabag Integrated School (G6/SHS)	District 2	May 29, 2024	10:30 a.m.	Ferdinand V. Mortera
4	Manalog Integrated School (Kinder/JHS)	District 2	May 29, 2024	1:00 pm	Ferdinand V. Mortera
5	Manalog Integrated School (G6/SHS)	District 2	May 29, 2024	3:00 pm	Ferdinand V. Mortera
6	Kilap-agan Integrated School (KINDER/JHS)	District 2	May 29, 2024	8:00 am	Virgilin R. Pizarro
7	Kilap-agan Integrated School (G6/SHS)	District 2	May 29, 2024	10:30 am	Virgilin R. Pizarro
8	Tag-ilanao Elementary School	District 2	May 29, 2024	1:00 am	Virgilin R. Pizarro
9	Tintinaan Elementary School (KINDER/G6)	District 2	May 29, 2024	3:30 beyond	Virgilin R. Pizarro
10	Incalbog Elementary School (KINDER/G6)	District 2	May 30, 2024	7:00 am	Ferdinand V. Mortera
11	Candiisan Integrated School (KINDER/JHS)	District 2	May 30, 2024	8:00 am	Virgilin R. Pizarro
12	Candiisan Integrated School (G6/SHS)	District 2	May 30, 2024	10:00 am	Virgilin R. Pizarro
13	Sumpong Central School (G6)	District 2	May 30, 2024	1:00 p.m.	Ferdinand V. Mortera

DISTRICT 1

1	Capitan Angel IS (Elem)	District 1	May 29, 2024	8:00 a.m.	Manny B. Pimentel & Rachel R. Valde
2	Capitan Angel IS (JHS/SHS)	District 1	May 29, 2024	10: 00 a.m	Manny B. Pimentel & Rachel R. Valde
3	Patpat Elementary School	District 1	May 29, 2024	2:00 p.m	Manny B. Pimentel & Rachel R. Valde
4	Damitan Elementary School	District 1	May 30, 2024	8:00 a.m	Manny B. Pimentel & Rachel R. Valde



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5	New Ilocos Elementary School	District 1	May 30, 2024	10:00 a.m.	Manny B. Pimentel & Rachel R. Valde
6	Dalwangan National High School (JHS)	District 1	May 30, 2024	2:00 p.m.	Manny B. Pimentel & Rachel R. Valde
7	Dalwangan Elementary School	District 1	May 31, 2024	9:00 p.m.	Manny B. Pimentel & Rachel R. Valde
8	Kalasungay Central School	District 1	May 31, 2024	1:30 a.m.	Manny B. Pimentel & Rachel R. Valde



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GUIDELINES AND SCRIPTS FOR GRADUATION CEREMONIES

Part of the Graduation Ceremonies	Guidelines	Sample Script
I. Processional	<p>This shall be conducted prior to the formal ceremonies.</p> <p>Organize the processional following this order:</p> <ol style="list-style-type: none"> 1. Candidates with their parents 2. Teachers 3. Barangay/PTA Officials 4. School Principal and Guest speaker 5. DepEd Officials <p>➤ Confirming Officials must wear FILIPINIANA (not a Filipiniana inspired)</p> <p>➤ Teachers shall wear these prescribed attires for graduation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Option 1: official DepEd Uniform. No tight fitting uniforms. <input type="checkbox"/> Option 2: If the school decides to wear toga, DepEd Uniform must be worn as an inner garment for the teachers. <input type="checkbox"/> Option 3: Formal attire for teachers may be used or Filipiniana. <p>Wearing of MATATAG Polo Shirts is NOT ALLOWED.</p>	<p>A pleasant day, ladies and gentlemen. Welcome to the _____^(th) Graduation Ceremonies of _____(school) with the theme: _____.</p> <p>The Processional!</p> <p>With so much cheer, let us give a round of applause to our candidates for graduation for 2023 with their parents as they march towards the venue.</p> <p>This time, let us welcome our dear stakeholders, the teachers, barangay/PTA officials, and DepED officials with the honored guests.</p>



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	<p>➤ Learners shall wear school uniform or toga or sablay</p>	
II. Preliminaries	<p>Schools are encouraged to use division made multimedia (videos/audio) for the preliminaries. This shall include (in sequence)</p> <ol style="list-style-type: none">1. Entrance of the Colors2. National Anthem3. Opening Prayer4. Kanak Ha Banuwa(Binukid)5. Division Hymn <p>Note: No in-person host, only voice over throughout the ceremonies. Script will be provided for uniformity</p>	<p>Ladies and gentlemen, the Entrance of the Colors.</p> <p>As we pay tribute and show our deference, let us sing the National Anthem, to be followed by the invocation, singing of the Region X Hymn, Kanak Ha Banuwa, and Division Hymn via multimedia/audio presentation, Requesting everyone to rise!</p>
III. Opening Message	<p>This shall be delivered by the school head. The content of the opening message shall focus on the major achievement(s) of the school for the school year that contributed to the academic success. This shall be done not more than 3 minutes.</p> <p>This also includes ceremonial statement/spiel to officially open the graduation ceremony. (<i>I declare.....</i>)</p>	<p>Please be seated. To give us his or her opening message and to declare the ceremony in session, please help me welcome the school head of _____.</p> <p>_____ (name of school)</p> <p>After the opening message, School Head says this: "<i>I hereby call these graduation ceremonies in session.</i>"</p>



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IV. Welcome Address	This shall be delivered by the learner preferably the 2nd highest honor or second rank in the honors list not more than 3 minutes. The medium to use will be English/Filipino.	May we call on the _____, for his or her welcome address. A round of applause Thank you very much, _____ (name of the graduate)
V. Presentation of the Candidates	This shall be done by the school head. School head shall systematize the presentation of the Candidates for the graduation.	The most momentous event of today's affair is the presentation of the candidates for graduation. To do the honors, may I call on _____, School Head of _____. This is to be followed by the acceptance and confirmation of graduates to be carried out by _____, the authorized representative of the Schools Division Superintendent, and lastly, the distribution of diplomas.
VI. Confirmation of the Graduates	This shall be done by the assigned confirming official (RO/SDS/ASDS/CHIEF, EPS, PSDS)	<i>Confirming Official:</i> By virtue of the authority vested upon me by the Schools Division Superintendent, Dr. Cherry Mae L. Limbaco-Reyes, the authorized confirming official, I hereby confirm you as graduates of



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		_____ (school) this ____ day of _____ 2023 at _____. Congratulations!
VII. Distribution of Diploma	<p>School Heads are reminded to observe systematic and proper phasing/queue management in the distribution of the Diploma.</p> <p>Actual Diploma shall be distributed during the ceremony and must be placed in plastic holder/envelope/frame.</p> <p>Diploma must be printed in parchment paper</p> <p>Note: School Heads shall follow the schedule of preparation and submission of Diplomas for the SDS signature.</p>	Distribution of Diplomas shall be organized.
VIII. Reading of the Message of the Secretary	This shall be delivered by either the EPS/PSDS . No adlibs and elaboration of the message, plainly read the message of the secretary.	At this juncture, let us be inspired by the graduation message from the Secretary of Education, Vice President Sara Z. Duterte. On her behalf, to read her message, may I call on _____, the (position).
IX. Confirmation of Awards	Medals must be customized with names of the honors (Preferably Acrylic medal).	At this juncture, we come to reward the hard work and perseverance of the distinct graduates of this institution. Let us welcome once again _____, the duly



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Commercialized medals are discouraged.
Distinction of Honors may be indicated through the color of the medals
(With Highest Honors-Gold; With High Honors-Silver; With Honors-Orange) (DO 36 s. 2016)
Straps/Ribbons must be orange (region X color) (DO 36 s. 2016)

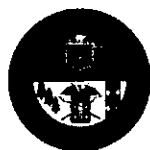
Donning of Medals must be done during the awarding ceremony.

School Heads shall assign an **articulate reader** of the citation/literature of the certificates to be awarded.

Medals and certificates shall be awarded by the school head, the guest speaker and the confirming officials.

Other awards/behavioral awards/special awards shall be given in a separate ceremony, not in the actual graduation ceremony.

authorized representative of the school's division superintendent, to be assisted by _____ (the school head) (and other stakeholders) to award the medals and certificates of the graduates with distinctions.
Congratulations Awardees.



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<p>X. Thanksgiving Message</p>	<p>This shall be delivered by the highest honor or the highest in rank not more than 5 minutes. Medium to be used may be English or Filipino.</p> <p>Teacher shall coach the learner on the content of the message.</p>	<p>Graduates, this momentous event would not be a success without the help of the people around you. At this moment, let us lend our ears to _____, with (award), as she/he delivers her/his Thanksgiving message to all. A big hand.</p> <p>Thank you very much for that heartfelt Thanksgiving message.</p>
<p>XI. Introduction of the Guest Speaker</p>	<p>This shall be done by the highest official in the school or someone who is qualified to do this task.</p> <p>This shall be done not more than 3 minutes. Focus on the major and inspiring accomplishment/achievement of the speaker.</p>	<p>We are being graced with the presence of a great man/ woman who embodies great ideals and an epitome of inspiration. To get to know more of him or her, may I call on _____ (position) to introduce the guest speaker.</p>
<p>XII. Inspirational Message of the Guest Speaker</p>	<p>School shall invite speaker who is an alumnus/school partner/parent.</p> <p>School Head shall orient the guest speaker on the time allotment during the delivery of the message which shall not exceed to 7 minutes.</p>	<p>May I request on stage once more our Confirming Official (SDS), the PSDS, EPS and the school for the awarding of the Plaque of Appreciation to the Guest Speaker.</p> <p>Let us give our guest speaker _____ a round of applause.</p>



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	The voice over SHALL NOT ELABORATE the guest speakers speech.	
XIII. Singing of the Graduation Song	School shall choose appropriate song for graduation (not more than 5 minutes) Prior to the event, the school shall rehearse the learners to sing the song properly with harmony.	In every noteworthy moment of our lives, there is always a song that we relate to our successes and journey in life. This time, let us hear the graduation song of Batch 2023.
XIV. Singing of the School Hymn/Bukidnon Hymn	If school hymn is not available, the school shall play the English version of Bukidnon Hymn	To embody our aspirations and mission, let us sing altogether the "school hymn (if none sing the Bukidnon Hymn".
XV. Pledge of Loyalty	This shall be led by the learner of the third rank from the highest honor. Pledge of Loyalty must be delivered simultaneously. School shall encourage learners to memorize the pledge.	At this moment, may I call on _____, (name) (award) to lead the graduates in their pledge of loyalty.
XVI. Closing Message	This shall be delivered by the school head by wrapping up the ceremony, announce upcoming school related activities and leverage partners to support schools programs, activities and	Graduation is the beginning of opportunities and the start of better memories. This may be the start of unending successes and fulfillment.



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	The school head shall deliver ceremonial spiel to official close the ceremonies not to exceed 3 minutes.	To close the graduation ceremonies, may I call on the school head of _____. School Head: I hereby conclude the 2023 Graduation Ceremonies.
XVII. Recessional	This shall be conducted after to the formal ceremonies Organize the recessional following this order 1. DepEd Officials 2. School Principal and Guest speaker 3. Barangay/PTA Officials 4. Teachers 5. Candidates with their parents	The Graduation rite has finally closed. Create a good life in your next journey and let it be the most and the ultimate. Ladies and Gentlemen, this concludes the Graduation Exercises of _____ Batch 2023, Thank you for attending and congratulations graduates. The recessional



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GENERAL REMINDERS

1. The design of the backdrop for the graduation ceremonies will be unified. Schools was provided with the design and specifications through the link above.
2. Schools shall provide a functional sound system for the graduation ceremonies.
3. Ribbons of the graduates shall be customized/teacher-made (DIY). Schools are encouraged to view processes for making DIY ribbons (see slide 26 for links).
4. Character Awards/Conduct Awards/Special Awards/Behavioral awards shall be classified and properly defined. as: e.g if only 1 awardee use the word "MOST" e.g Most Punctual, but if there are two or more awardees, use general term e.g. Punctuality Award
5. Prior to graduation, forms must be checked by the school.
6. Checking of grades must be systematized (Grade 1 grades must be checked by the Grade 2 teachers, and so on).
7. Graduation ceremony scripts shall be distributed to the schools.



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LIST OF DIVISION PERSONNEL

CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

ALIENA S. DAJAY
Assistant Schools Division Superintendent

LORENZO O. CAPACIO
Chief Education Supervisor, SGOD

RALPH T. QUIROG
Chief Education Supervisor, CID

MANUEL DINLAYAN II
Administrative Officer V

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Rio G. Arbutante, EPS II- Social Mobilization & Networking	Analy L. Ocier, EPS -Science	Guia Ma. G. Villahermosa - Administrative Officer IV (Personnel)
Jimdandy S. Lucine- PDO II-DRRM	Virgilin R. Pizarro, EPS -AP	Florabelle R. Porras - Administrative Officer IV (Records)
Edelina M. Ebor, SEPS- School Monitoring & Evaluation	Maria Concepcion S. Reyes, EPS-Filipino	Rufelia J. Limbengco - Administrative Officer IV (Cashier)
Mary Gladys J. Dublas- EPS II- School Monitoring & Evaluation	Rachel R. Valde, EPS- English	Darvy C. Dagumol - Administrative Officer IV (Supply)
Woodrow Wilson B. Merida, SEPS- HRD	Purisima J. Yap, EPS- LRMDS	
Rex C. Dacanay EPS II-HRD	Rosie A. Salupado, EPS- EsP	
Leslie T. Fontanilla, Engineer III	Manny B. Pimentel, PSDS-MCD-I	
	Ferdinand V. Mortera, PSDS-MCD -II	
	Evernold C. Berial, PSDS-MCD -III & IV	
	Liza G. Balintongog, PSDS-MCD -V	



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