



Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

DepED-LIGAO CITY DIVISION	
SDS OFFICE	
RELEASE	
BY:	<i>[Signature]</i>
DATE:	2/8/2026
TIME:	11:44 AM

20326081

MEMORANDUM

To : ALL SCHOOL HEADS

From : *[Signature]*
NYMPHA D. GUENO
Schools Division Superintendent

Subject : **REMINDERS ON THE CONDUCT OF EOSY 2025-2026 RITES AND ACTIVITIES**

Date : February 4, 2026

Pursuant to DepEd Order No. 12 s. 2025, titled "Multi-Year Implementing Guidelines on the School Calendar and Activities, the conduct of the End- of- School Year Rites shall be on **March 30-31, 2026**.

Relative to this, the following shall be observed :

1. The conduct of the End- of- School Year ceremonies/ rites shall be simple but meaningful to the learners.
2. Expenses relative to the preparation and implementation of the school -year end activities which include the Recognition , Completion and Graduation shall be charged from the School MOOE.
3. No teacher or school personnel shall collect any contribution or any amount from the learners / parents relative to the conduct of the school year- end activities.
4. To facilitate the distribution of **original certificate/ diploma** to the completers / graduates, , the printing of certificates/ diplomas can be started while waiting for the Final Rating with the instruction to the teacher- adviser to just pull out the certificates / diplomas of those who will not be able to pass the grade level.

5. The Certificates for Kindergarten, Grade 6, JHS and Diploma for Senior HS shall be submitted earlier to this Office **at least two (2) weeks before the completion / graduation day.**
6. **No rolled bond paper** shall be distributed during the completion/ graduation ceremony.
7. The PSDSs/ EPSs shall check the certificates / diplomas upon submission of the school and forward to this Office right away for signature.
8. **The certificate / diploma shall be placed** in any of the following : certificate / diploma holder , plastic envelope / brown envelope. **The Report Card and Certificate of Moral Character of the completers/ graduates shall be inserted at the back of the certificate / diploma holder or inside the envelope as the case maybe. No clearance** shall be asked from the completers/ graduates.
9. Attached are **the templates for Kindergarten / Grade 6 / JHS and SHS for reference in the printing of the certificates/ diploma.**

For information, guidance, dissemination and compliance.