



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
**SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ**

June 21, 2023

**SCHOOLS DIVISION MEMORANDUM**

No. 267, s. 2023

**CONDUCT OF END-OF-SCHOOL YEAR RITES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary Schoolheads  
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 (EOSY) Rites*, this Office announces the conduct of full in-person EOSY Rites with the theme: *K to 12 Graduates: Molded through a Resilient Educational Foundation (Gradweyt ng K to 12: Hinubog ng Matatag na Edukasyon)* on July 10-14, 2023.
2. In relation to this, the following guidelines are reiterated.
  - a. Graduation and Moving Up Ceremonies should be simple yet meaningful. While these rites mark a milestone in the lives of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue.
  - b. Expenses relative to the activity shall be charged against the school Maintenance and Other Operating Expenses (MOOE), subject to existing guidelines.
  - c. No DepEd personnel shall be allowed to collect any kind of contribution or graduation/moving up fee.
  - d. Casual or formal wear, or school uniform, shall remain as the recommended moving up/graduation attire. Toga or sablay is allowed to be worn as an additional garb.
  - e. Guidelines on awarding of honors to learners from Grades 1 to 12 as stipulated in DepEd Order No. 36, s. 2016 titled *Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program* shall be followed.
  - f. EOSY Rites shall be conducted in an appropriate solemn ceremony befitting the graduating students and their families and shall not be used as a political forum, in strict compliance with DepEd Order No. 48, s. 2018 entitled *Prohibition of Electioneering and Partisan Political Activity*.



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Address: Brgy. Rizal, Science City of Muñoz, 3119

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DSCM-QMS-QMR-QSF-008 Rev.06 (03.23.23)

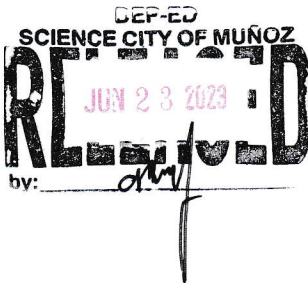


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3. Enclosed to this Memorandum are the following:
  - a. Enclosure No. 1 Schedule of End-of-School Year Rites
  - b. Enclosure No. 2 Sample Program of Moving Up Ceremony
  - c. Enclosure No. 3 Sample Program of Graduation Ceremony
  
4. Immediate and wide dissemination of this Memorandum is desired.



**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

RCDG/Conduct end of school year  
022/June 21, 2023



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Enclosure No. 1 to Schools Division Memorandum No. 267, s. 2023

**SCHEDULE OF END-OF-SCHOOL YEAR RITES**

Cluster	Date	School	Confirming Official
North	July 10, 2023	Muñoz North CS	Rodolfo A. Dizon PhD
		Bical ES	Aileen G. Mactal
		Rang-ayan ES	Cyril S. Talusan
		Linglingay ES	
		Mangandingay ES	
		Villa Isla ES	
		San Felipe ES	
		Mapangpang ES	
		Gabaldon IS (Elem.)	
East	July 11, 2023	DepEd-CLSU Lab. Sch.	Mercedita D. Saldero
		Licaong ES	Novalyn C. Rodolfo EdD
		Bagong Sikat ES	Angelica M. Burayag
		Bantug ES	PhD
		San Andres ES	
		Rizal ES	
		Franza ES	
		Cabisiculan ES	
West	July 12, 2023	Muñoz CS	Nelie D. Sacman PhD
		Sapang Cawayan ES	Melody E. Galingan
		Villa Cuizon ES	
		Villa Nati ES	
		Catalanacan ES	
		Gov. Eduardo L. Joson	
		Villa Santos ES	
South	July 13, 2023	Maligaye ES	Augusto A. Mateo
		Palusapis IS (Elem.)	Zoraida F. Espino PhD
		Calabalabaan ES	Lamberto P. Corpuz
		Ricardo Viola Adriano	
		Curva ES	
		Calisitan ES	
		Pandalla ES	
Secondary	July 14, 2023	MNHS Main-JHS	Winnie W. Poli
		MNHS Main-SHS	Mary Queen P. Orpilla
		MNHS Annex	PhD



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		Gabaldon IS	
		Magtanggol IS	
		Maragol IS	
		San Antonio IS	
		Palusapis IS	

Reminders:

- a. The Confirming Officials shall coordinate with the schoolheads with regard to the time of moving up/graduation ceremonies.
- b. The Schools Division Superintendent, Assistant Schools Division Superintendent, and the CID and SGOD Chiefs will serve as Confirming Officials to select schools.



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Enclosure No. 2 to Schools Division Memorandum No. 267 s, 2023

**MOVING UP CEREMONY  
 (Kindergarten and Grade 10)**

- I. Processional
- II. Entrance of Colors
- III. Philippine National Anthem
- IV. Invocation
- V. Region III Hymn
- VI. DepEd Muñoz Hymn
- VII. Welcome Remarks ..... With High Honors
- VIII. Presentation of Completers ..... Schoolhead
- IX. Confirmation of the Completers  
 and Message of the SDS ..... SDS
- X. Distribution of Certificates of Completion  
 and Awarding of Honors and Special Awards
- XI. Introduction of the Guest Speaker
- XII. Message of the Guest Speaker
- XIII. Words of Gratitude ..... With Highest Honors
- XIV. Moving Up Song
- XV. State of the School Address (SOSA) ..... Schoolhead
- XVI. Recessional



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Enclosure No. 3 to Schools Division Memorandum No. 267 s, 2023

**GRADUATION CEREMONY**  
(Grades 6 and 12)

- I. Processional
- II. Entrance of Colors
- III. Philippine National Anthem
- IV. Invocation
- V. Region III Hymn
- VI. DepEd Muñoz Hymn
- VII. Welcome Remarks ..... With High Honors
- VIII. Presentation of Candidates for Graduation ..... Schoolhead
- IX. Confirmation of the Graduates  
and Message of the SDS ..... SDS
- X. Distribution of Certificates/Diploma  
and Awarding of Honors and Special Awards
- XI. Introduction of the Guest Speaker
- XII. Message of the Guest Speaker
- XIII. Words of Gratitude ..... With Highest Honors
- XIV. Pledge of Loyalty ..... With Honors
- XV. Graduation Song
- XVI. State of the School Address (SOSA) ..... Schoolhead
- XVII. Recessional



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