



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

13, Mar 2026

**DIVISION MEMORANDUM**

No. 153, s. 2026

**SCHEDULE OF THE END-OF-SCHOOL-YEAR RITES FOR  
S.Y. 2025-2026**

To: OIC-Assistant Schools Division Superintendent  
OIC-CID Chief Education Supervisor  
OIC-SGOD Chief Education Supervisor  
School Heads (Public Schools)  
All Others Concerned

1. Pursuant to DepEd Memorandum No. 015, s. 2026 (Conduct of the K to 12 Basic Education Program End-of-School-Year Rites for the School Year 2025–2026), this Office announces the graduation and moving-up schedule for public elementary and secondary schools (Kindergarten, Grade 6, Grade 10, and Grade 12). Please refer to Enclosure No.1 for the schedule.
2. The theme of the EOSY Rites for S.Y. 2025-2026 is **Filipino Graduates: Prepared to Lead with Competence and Character** (*Pilipinong Nagsipagtapos: Handang Mamuno nang May Kakayahan at Mabuting Pagkatao*).
3. Public schools shall strictly follow the guidelines cited in DepEd Order No. 009, s. 2023 and DM 015, s. 2026 in the conduct of their EOSY Rites.
4. The format of the certificate of completion and the diploma shall adhere to the specifications outlined in Enclosure No. 1, pages 44 to 46 of DO 31, s. 2019 (The Department of Education Service Marks and Visual Identity Manual). The templates for the diploma and certificate may be accessed and downloaded at <https://tinyurl.com/certificates-diploma2026>.
5. The EOSY Rites shall be held on the same date indicated on the diplomas and certificates.
6. While DO 31, s. 2019 (p. 42) does not prescribe a mandatory size for certificates, it is recommended to use A4 parchment paper for uniformity. Schools should avoid using extravagant, expensive paper for certificates and diplomas.
7. Strict adherence to the prescribed certificate and diploma template is mandatory. The addition of any extra designs, borders, or markings is strictly prohibited.
8. For the Grade 12 diplomas, the wet signature of the Schools Division Superintendent (SDS) shall be affixed. The digital signature of the SDS shall be applied to all Kindergarten, Grades 6, and 10 certificates of completion. A notarized



**Address:** Toclong I-C, Imus City, Cavite  
**Telephone No.:** (046) 4198450 to 53  
**Email Address:** imus.city@deped.gov.ph  
**Website:** www.depedimuscity.com  
**Facebook Page:** @sdoimuscity



Memorandum of Agreement must be executed prior to the submission of the digital signature.

9. The documentary stamp must be attached to the Grade 12 diplomas. The expense can be charged to the school's Maintenance and Other Operating Expenses (MOOE), subject to the usual accounting and auditing rules and regulations.

10. The messages of the Secretary of Education, Regional Director, Schools Division Superintendent, Assistant Schools Division Superintendent, and Local Government Officials shall be provided through a shared drive.

11. The list of monitoring officials and the corresponding tool for the EOSY Rites will be provided in a separate memorandum.

12. See the following enclosures for reference and further guidance:

- a. Enclosure No. 2 – Reminders for the Conduct of the K to 12 Basic Education Program EOSY Rites;
- b. Enclosure No. 3 – Process of Checking the Certificates of Completion and Diplomas in Public Schools;
- c. Enclosure No. 4 – Format of the Certificate of Completion and Diploma,
- d. Enclosure No. 5 – Memorandum of Agreement;
- e. Enclosure No. 6 – Guide to Translation to Some Information to be Included in the Certificate/Diploma; and
- f. Enclosure No. 7 – Program Flow for the Graduation (Grades 6 and 12) and Moving Up (Grade 10) Ceremonies.

13. Any modifications to the schedule or venue must be promptly communicated to the Top Management.

14. Strict compliance with health and safety protocols is required for all activities related to the EOSY Rites.

15. All school personnel should wear their uniform during the conduct of EOSY Rites.

16. For queries and clarifications, please contact Mr. Ivan Honorpette A. Mijares, Education Program Supervisor/OIC, SGOD, at 046-419-8450 to 53 local 227.

17. For compliance and immediate dissemination.



**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-in-Charge

Office of the Schools Division Superintendent




Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subject:

GRADUATION

*sgod/iham/03-06/2023.* 

Enclosure No. 1 to Division Memorandum No. 153, s. 2026

**Schedule of the End-of-School-Year Rites for S.Y. 2025-2026**

<b>KINDERGARTEN – MOVING-UP SCHEDULE</b>			
<b>School</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Imus Pilot ES	March 26, 2026	7:30 AM – 12:00 PM	Imus Pilot ES PTA Hall
Bayan Luma II ES	March 26, 2026	8:00 AM – 10:00 AM	Bayan Luma II ES
Malagasang I ES	March 27, 2026	1st Batch 7:00 AM – 10:00 AM 2nd Batch 2:00 PM -5:00 PM	Malagasang I ES
Alapan II ES	March 27, 2026	7:00 AM – 10:00 AM	Alapan II ES
Bukandala ES	March 27, 2026	1st Batch 7:00 AM – 9:30 AM 2nd Batch 9:30 AM – 12:00 PM	Bukandala ES
Malagasang II ES	March 30, 2026	1st Batch 6:00 AM – 9:00 AM 2nd Batch 10:30 AM – 12:00 PM	Malagasang II ES
Buhay na Tubig ES - Maharlika Annex	March 28, 2026	8:00 AM – 10:00 AM	Maharlika Center, Brgy. Maharlika, Imus City
Anastacio Advincula IS	March 30, 2026	6:30 AM – 9:30 AM	Ph 8 Magdalo Covered Court
Alapan I ES	March 30, 2026	1st Batch 6:30 AM – 9:00 AM 2nd Batch 9:30 AM – 12:00 PM	Alapan I ES
Anabu I ES	March 30, 2026	7:00 AM – 9:30 AM	Anabu I ES
Anabu II ES	March 30, 2026	7:00 AM – 9:30 AM	Unida Christian Colleges
Buhay na Tubig ES	March 30, 2026	1st Batch 7:00 AM – 9:00 AM 2nd Batch 9:30 AM – 11:30 PM	Buhay na Tubig ES Covered Court
Toclong ES	March 30, 2026	7:00 AM – 9:00 AM	Toclong ES
Palico ES	March 30, 2026	7:00 AM – 9:00 AM	Palico ES (Open Area)
Pasong Buaya III ES	March 30, 2026	7:30 AM -9:30 AM	Los Pinos Subd., Covered Court
Carsadang Bago ES	March 30, 2026	8:00 AM – 11:00 AM	Carsadang Bago ES
City of Imus IS	March 30, 2026	8:00 AM – 11:00 AM	Green City Subdivision Covered Court, Malagasang II-A, Imus City
Pasong Santol ES	March 30, 2026	8:00 AM – 9:30 AM	Pasong Santol ES Covered Court
Pasong Buaya II ES	March 30, 2026	8:00 AM – 10:00 AM	Yellow Court Pasong Buaya II
Tanzang Luma ES	March 30, 2026	9:00 AM-11:30 AM	Tanzang Luma ES Covered Court
Gov. D. M. Camerino IS	March 30, 2026	9:30 AM – 12:00 PM	Gov. D. M. Camerino IS
Malagasang III ES	March 30, 2026	10:00 AM – 12:00	Malagasang III ES

		PM	
Estanislao Villanueva ES	March 30, 2026	10:00 AM – 12:00 PM	Estanislao Villanueva ES
Pasong Buaya I ES	March 30, 2026	1:00 PM – 3:00 PM	Pasong Buaya I ES Covered Court
Cayetano Topacio ES	March 30, 2026	3:00 PM – 5:00 PM	Cayetano Topacio ES Multipurpose Hall
Pasong Santol ES - Golden City Annex	March 31, 2026	7:00 AM – 9:00 AM	Pasong Santol ES - Golden City Annex Covered Court
Tinabunan ES	March 31, 2026	7:00 AM – 9:00 AM	Tinabunan ES
Bayan Luma I ES	March 31, 2026	8:00 AM – 11:00 AM	Bayan Luma I ES Covered Court
Francisca Tirona Benitez IS	March 31, 2026	1:00 PM – 3:00 PM	Jade Residence Club House, Malagasang I-C, Imus City

### GRADE 6 – GRADUATION SCHEDULE

School	Date	Time	Venue
Buhay na Tubig ES - Maharlika Annex	March 28, 2026	4:00 PM 6:00 PM	Maharlika Center, Brgy Maharlika, Imus City
Malagasang II ES	March 29, 2026	10:00 AM – 2:00 PM	Imus Sports Complex
Gov. D. M. Camerino IS	March 30, 2026	6:00 AM – 9:00 AM	Gov. D.M. Camerino IS
Alapan II ES	March 30, 2026	7:00 AM -10:00 AM	Alapan II ES Covered Court
Malagasang III ES	March 30, 2026	7:00 AM – 10:00 AM	Malagasang III ES
Bayan Luma II ES	March 30, 2026	7:00 AM – 11:00 AM	Bayan Luma II ES
Anastacio Advincula IS	March 30, 2026	10:00 AM -12:00 PM	Phase 8 Magdalo Court
Cayetano Topacio ES	March 30, 2026	8:00 AM – 10:00 AM	Cayetano Topacio ES Multipurpose Hall
Estanislao Villanueva ES	March 30, 2026	8:00 AM – 10:00 AM	Estanislao Villanueva ES
Pasong Buaya I ES	March 30, 2026	8:00 AM – 10:00 AM	Pasong Buaya I ES Covered Court
Tanzang Luma ES	March 30, 2026	2:00 PM – 4:30 PM	Tanzang Luma ES Covered Court
Anabu I ES	March 30, 2026	2:00 PM – 4:00 PM	Anabu I ES
Carsadang Bago ES	March 30, 2026	2:30 PM – 6:00 PM	Carsadang Bago ES
Pasong Buaya II ES	March 30, 2026	3:00 PM - 5:00 PM	Pasong Buaya II Yellow Court
Anabu II ES	March 30, 2026	5:00 PM – 7:30 PM	Unida Christian Colleges
Bayan Luma I ES	March 30, 2026	4:00 PM – 7:00 PM	Bayan Luma I ES Covered Court
Pasong Buaya III ES	March 30, 2026	4:00 PM – 6:00 PM	Los Pinos Subd., Covered Court
Toclong ES	March 30, 2026	4:00 PM – 6:30 PM	Toclong ES
Palico ES	March 30, 2026	4:00 PM – 6:00 PM	Palico ES (Open Area)
Imus Pilot ES	March 30, 2026	5:00PM – 8:00 PM	Imus Pilot ES Grandstand
Malagasang I ES	March 31, 2026	6:30 AM – 9:30 AM	Imus Sports Complex

Pasong Santol ES	March 31, 2026	8:00 AM – 10:00 AM	Pasong Santol ES Covered Court
City of Imus IS	March 31, 2026	8:00 AM – 11:00 AM	Green City Subdivision Covered Court, Malagasang II-A, Imus City
Alapan I ES	March 31, 2026	10:00 AM – 1:00 PM	Imus Sports Complex
Tinabunan ES	March 31, 2026	10:00 AM - 12:00 PM	Tinabunan ES
Francisca Tirona Benitez IS	March 31, 2026	1:00 PM - 3:00 PM	Jade Residence Club House, Malagasang I-C, Imus City
Buhay na Tubig ES	March 31, 2026	1:00 PM - 3:00 PM	Imus Sports Complex
Bukandala Elementary School	March 31, 2026	4:00 PM - 7:00 PM	Imus Sports Complex
Pasong Santol ES - Golden City Annex	March 31, 2026	4:00 PM - 6:00 PM	Pasong Santol ES - Golden City Annex Covered Court

#### GRADE 10 – MOVING-UP SCHEDULE

School	Date	Time	Venue
Gen. Licerio Topacio NHS	March 29, 2026	6:00 AM – 9:00 AM	Imus Sports Complex
Gen. Tomas Mascardo NHS	March 29, 2026	3:00 PM – 8:00 PM	Imus Sports Complex
Anastacio Advincula IS	March 30, 2026	1:00 PM 4:00 PM	Phase 8 Magdalo Court
Gov. D.M. Camerino IS	March 30, 2026	1:30 PM – 5:00 PM	Gov. D.M. Camerino Integrated School
Hipolito Saquilayan NHS	March 30, 2026	3:00 PM – 5:00 PM	Alapan II-A Barangay Covered Court
Imus NHS	March 31, 2026	1st Batch 6:00 AM – 10:00 AM	INHS Covered Court
		2nd Batch 4:00 PM – 9:00 PM	
Gen. Emilio Aguinaldo NHS	March 31, 2026	1st Batch 8:00 AM – 12:00 PM	GEANHS Covered Court
		2nd Batch 4:00 PM – 8:00 PM	
Francisca Tirona Benitez IS	March 31, 2026	1:00 PM – 3:00 PM	Jade Residence Club House, Malagasang I-C, Imus City
City of Imus IS	March 31, 2026	4:00 PM – 7:00 PM	Green City Subdivision Covered Court, Malagasang II-A, Imus City

#### GRADE 12 – GRADUATION SCHEDULE

School	Date	Time	Venue
General Juan Castañeda SHS	March 30, 2026	6:00 AM – 9:00 AM	Imus Sports Complex
General Flaviano Yengko SHS	March 30, 2026	9:30 AM – 12:30 AM	Imus Sports Complex
General Pantaleon Garcia SHS	March 30, 2026	1:00 PM – 4:00 PM	Imus Sports Complex
Governor Juanito Reyes Remulla SHS	March 30, 2026	4:30 PM – 7:30 PM	Imus Sports Complex

Enclosure No. 2 to Division Memorandum No. 153, s. 2026

**Reminders for the Conduct of the 12 Basic Education Program  
End-of-School-Year Rites**

1. Graduation and Moving-Up Ceremonies shall be simple yet meaningful. While these rites mark a milestone in learner's lives, they shall be conducted without excessive spending, extravagant attire, or extraordinary venues.
2. The solemnity and simplicity of the program should be maintained.
3. All school personnel should wear their uniform during the conduct of EOSY Rites.
4. The program shall not be used as a political forum in compliance with DO No. 48, s. 2018 (Prohibition of Electioneering and Partisan Political Activity).
5. For public schools, expenses related to the activity shall be charged to the school's Maintenance and Other Operating Expenses (MOOE), subject to existing guidelines. **No individual shall be allowed to collect any kind of contribution or fee from learners and/or teachers for the graduation or moving-up ceremonies**, in accordance with the provisions of DO 19, s. 2008 (Implementation of the No Collection Policy in All Public Elementary and Secondary Schools).
6. Non- academic projects articulated in DO 66, s. 2017, titled "Implementing Guidelines on the Conduct of Off-Campus Activities," such as attendance at field trips, film showings, Junior-Senior Promenade, and other events, shall not be imposed as graduation or completion requirements.
7. The format of the certificate of completion and diploma shall be in accordance with Enclosure No. 1, pages 44-46, of DO 031, s. 2019 (The Department of Education Service Marks and Visual Identity Manual).
8. The following provisions stipulated in DO 012, s. 2025, are likewise reiterated:
  - a. The School Awards Committee shall deliberate on awards and recognitions at least five (5) calendar days before the EOSY Rites to determine eligible learners for recognition.
  - b. Public schools are strictly prohibited from requiring learners to accomplish EOSY financial clearances, in compliance with DO 19, s. 2008.
  - c. The last day of the SY shall be clearly indicated on all relevant school forms requiring such entry. This includes, but is not limited to, academic reports and other official school documents. Additionally, this date shall be communicated to learners, parents and/or legal guardians, and school personnel in a timely manner to ensure clarity and seamless coordination.
9. All learners including transferees, who met the standards, criteria, and guidelines set forth in DO 36, s. 2016 (Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program) shall be recognized.
10. To ensure the safety and protection of learners, teachers, and attendees, schools are advised to conduct their EOSY Rites in indoor venues with proper ventilation or in covered courts to avoid exposure to extreme heat. Schools shall avoid scheduling their EOSY Rites during the hottest hours of the day, when temperatures are at their peak.
11. During the distribution of certificates of completion/diplomas, only a maximum of three School/Division Officials are allowed on stage, unless there is a Local Government Official present. A teacher or school personnel should stand behind the highest-ranking DepEd Official, ready to pass the

- certificates/diplomas to the latter for distribution.
12. Prior to the distribution of the certificates of completion/diplomas, schools must ensure that the certificates of completion/diplomas must be arranged alphabetically per section for the efficient distribution of the said documents during the program.
  13. In the announcement of Academic Excellence Awards in written media or in ceremonies, the learners who have garnered similar awards must be treated in a fair, impartial, and non-hierarchical manner. Thus, it must be made in alphabetical order within categories (DM 030, s. 2021).
  14. If the awarding of Academic Excellence Awards will be done separately after awarding of the Diploma, it should be done alphabetically in each category starting from Lower Academic Award (With Honors).
  15. During the program, learners with multiple awards (Academic Excellence Award, Leadership Award, Award for Outstanding Performance in Specific Disciplines, etc.) should ascend the stage once, receiving all their awards in a unified recognition of their accolades. Schools must ensure that all the medals to be awarded are ready to be given to the awardees.

*Enclosure No.3 to Division Memorandum No.153, s. 2026*

### **Process of Checking the Certificates of Completion and Diplomas in Public Schools**

1. To ensure quality, schools must submit soft copies (Word format) of graduation certificates and diplomas to the School Governance and Operations Division (SGOD) at **socmob.imus@deped.gov.ph** for review prior to printing. Final approval of the prototypes will be communicated via Indorsement.
2. Upon approval of the prototype, schools shall submit:
  - a. via email, PDF copies of the certificates to their assigned Division Checking Committee (DCC) Group (Please refer to Division Memorandum No. 107, s. 2026)  
Main Recipient: DCC Group Chairperson  
Cc: DCC Group Members  
Subject: Checking of Certificates/Diplomas EOSY 2025-2026
  - b. to the Schools Division Office (via Records Section), printed master list of each section.
3. Certificates/Diplomas should be saved into one PDF file per section. For instance, a Grade 6 level with 10 sections would require 10 individual PDF submissions.
4. The arrangement of certificates in each PDF file should be alphabetical. Per usual practice, the list of boys will be followed by the list of girls.
5. The first page of each file should be the master list of learners of that section. Make sure to indicate in the master list the learner's reference number (LRN). For possible corrections, include a column where the DCC Group can write their remarks. The master list in the soft copy should be the same master list in the printed copy that shall be submitted to the SDO. See attachment for the master list template.
6. File name format: SchoolID\_GradeLevel\_Section  
For example: with the following details  
Alapan I Elementary School, Grade 6, Section Rizal  
The file name should be:  
107980\_6\_Rizal
7. The DCC Group members shall return the printed master lists to the schools via indorsement, accompanied by comments for corrections or approval for printing.
8. Schools shall submit corrected certificates via email. Note that only the corrected certificates/diplomas should be submitted, one file per section.
9. The DCC Group, through its Chairperson, shall notify the Office of the Schools Division Superintendent (OSDS) which schools have completed corrections.
  - a. For Elementary and Junior High Schools – Upon verification of compliance, the OSDS will distribute the Schools Division Superintendent's e-signature to schools that have signed the necessary Memorandum of Agreement (MOA) regarding its proper use. Schools may then print certificates bearing the SDS's signature.
  - b. For Senior High School- Upon approval, the schools shall print the diplomas, then submit them alongside the master list to the assigned DCC Group Chairperson for initialing. The DCC Group Chairperson will then forward the diplomas to the Schools Division Superintendent for final signature.

**MASTER LIST TEMPLATE**  
(Information should be based on SF 1)

Name of Adviser:

Grade Level:

Section:

Number of Learners: Boys: \_\_\_\_ Girls: \_\_\_\_

**BOYS**

	Full Name (Last Name, First Name, MI)	LRN	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**GIRLS**

	Full Name (Last Name, First Name, MI)	LRN	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Prepared by:

---

 Name and Signature of Class Adviser

Date:

Verified:

---

 Name and Signature of School Head


Date:



# Kindergarten and Grade 6 Certificates of Completion






Republika ng Pilipinas  
 Republic of the Philippines  
 Kagawaran ng Edukasyon  
 Department of Education  
 REHIYON XXX  
 REGION XXX  
 SANGAY NG XXXXXXXX  
 DIVISION OF XXXXXXXX  
 PUROK NG XXXXXXXX  
 DISTRICT OF XXXXXXXX  
 XXXXXX ELEMENTARY SCHOOL  
 Pinalatunayan nito na si  
 This certifies that  
**JUAN A. DELA CRUZ**  
 Learner Reference Number (LRN): XXXXXXXXXXXX  
 ay kasiya-etyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda  
 has satisfactorily completed the requirements of the Elementary Curriculum as prescribed  
 ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
 by the Department of Education and is therefore awarded this  
**KATUNAYAN  
 CERTIFICATE**  
 Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-\_\_\_ ng \_\_\_ 2019.  
 Signed in XXXXXXXX, Philippines on the \_\_\_ day of \_\_\_ 2019.  
 XXXXXXXXXXXX  
 Pangunahing  
 Principal  
 XXXXXXXXXXXX  
 Pangunahing na Tagapamanahala ng mga Paaralan  
 Schools Division Superintendent



Republika ng Pilipinas  
 Republic of the Philippines  
 Kagawaran ng Edukasyon  
 Department of Education  
 REHIYON XXX  
 REGION XXX  
 SANGAY NG XXXXXXXX  
 DIVISION OF XXXXXXXX  
 PUROK NG XXXXXXXX  
 DISTRICT OF XXXXXXXX  
 XXXXXX ELEMENTARY SCHOOL  
 Pinalatunayan nito na si  
 This certifies that  
**JUAN A. DELA CRUZ**  
 Learner Reference Number (LRN): XXXXXXXXXXXX  
 ay nakatupad sa mga kinakailangan sa Kurikulum ng Kindergarten na itinakda  
 has satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed  
 ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
 by the Department of Education and is therefore awarded this  
**KATUNAYAN  
 CERTIFICATE**  
 Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-\_\_\_ ng \_\_\_ 2019.  
 Signed in XXXXXXXX, Philippines on the \_\_\_ day of \_\_\_ 2019.  
 XXXXXXXXXXXX  
 Pangunahing na Tagapamanahala ng mga Paaralan  
 Schools Division Superintendent

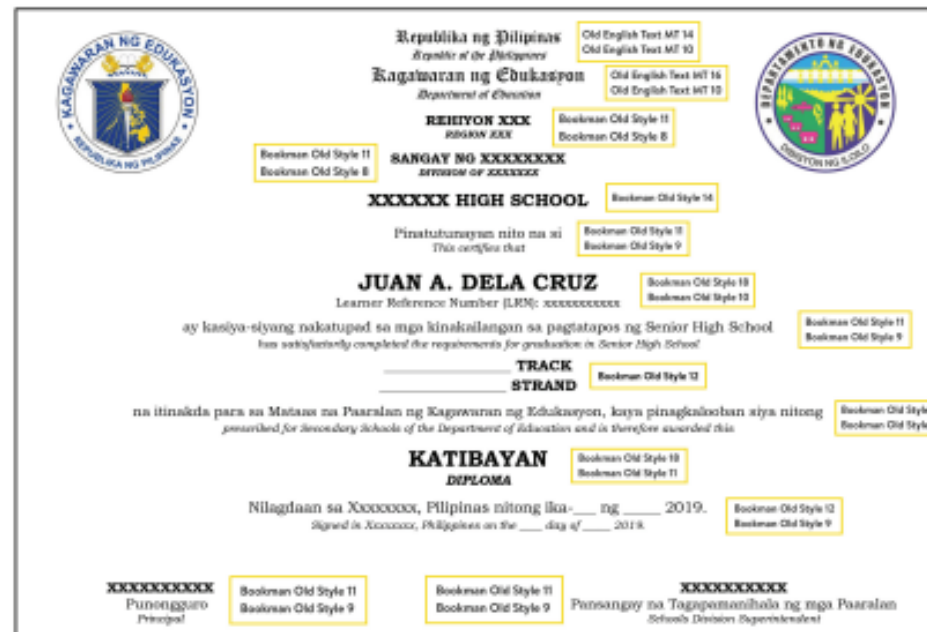
Reference: Enclosure Nos. 1 and 2 to  
 DepEd Order No. 2, s. 2019

# Junior High School Certificate of Completion



Reference: Enclosure No. 3 to  
DepEd Order No. 2, s. 2019

# Senior High School Diploma



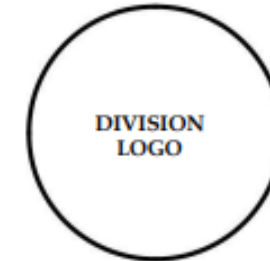
Reference: Enclosure No. 4 to  
DepEd Order No. 2, s. 2019

(Enclosure No. 1 to DepEd Order No. **002**, s. 2019)

**SAMPLE TEMPLATE FOR KINDERGARTEN CERTIFICATE**



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*



**REHIYON XXX**  
*REGION XXX*  
**SANGAY NG XXXXXXXXX**  
*DIVISION OF XXXXXXXXX*  
**PUROK NG XXXXXX**  
*DISTRICT OF*

**XXXXXX ELEMENTARY SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Kindergarten na itinakda  
*has satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed*  
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*by the Department of Education and is therefore awarded this*

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2019.  
*Signed in Xxxxxxxxxx, Philippines on the \_\_<sup>th</sup> day of April 2019.*

**XXXXXXXXXX**  
Punongguro  
*Principal*

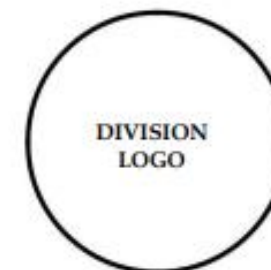
**XXXXXXXXXX**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*

(Enclosure No. 2 to DepEd Order No. **002**, s. 2019)

**SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE**



Republika ng Pilipinas  
*Republic of the Philippines*  
**Kagawaran ng Edukasyon**  
*Department of Education*



**REHIYON XXX**  
*REGION XXX*

**SANGAY NG XXXXXXXXX**  
*DIVISION OF XXXXXXXXX*

**PUROK NG XXXXXX**  
*DISTRICT OF*

**XXXXXX ELEMENTARY SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda  
*has satisfactorily completed the requirements of the Elementary Curriculum as prescribed*  
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*by the Department of Education and is therefore awarded this*

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2019.  
*Signed in Xxxxxxxxxx, Philippines on the \_\_<sup>th</sup> day of April 2019.*

**XXXXXXXXXX**  
Punongguro  
*Principal*

**XXXXXXXXXX**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*

(Enclosure No. 3 to DepEd Order No. **002**, s. 2019)

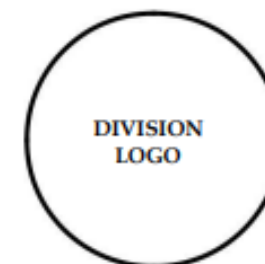
**SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION**



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*

**REHIYON XXX**  
*REGION XXX*

**SANGAY NG XXXXXXXXX**  
*DIVISION OF XXXXXXXXX*



**XXXXXX HIGH SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Junior High School na itinakda para sa  
*has satisfactorily completed the requirements of the Junior High School Curriculum prescribed for*  
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*Secondary Schools of the Department of Education and is therefore awarded this*

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2019.  
*Signed in Xxxxxxxxxx, Philippines on the \_\_<sup>th</sup> day of April 2019.*

**XXXXXXXXXX**  
Punongguro  
*Principal*

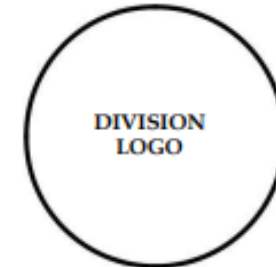
**XXXXXXXXXX**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*

(Enclosure No. 4 to DepEd Order No. **002**, s. 2019)

**SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA**



Republika ng Pilipinas  
*Republic of the Philippines*  
**Kagawaran ng Edukasyon**  
*Department of Education*



**REHIYON XXX**  
*REGION XXX*  
**SANGAY NG XXXXXXXXX**  
*DIVISION OF XXXXXXXXX*

**XXXXXX HIGH SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School  
*has satisfactorily completed the requirements for graduation in Senior High School*

\_\_\_\_\_ **TRACK**  
\_\_\_\_\_ **STRAND**

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*prescribed for Secondary Schools of the Department of Education and is therefore awarded this*

**KATIBAYAN**  
**DIPLOMA**

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-\_\_ ng Abril 2019.  
*Signed in XXXXXXXX, Philippines on the \_\_<sup>th</sup> day of April 2019.*

**XXXXXXXXXX**  
Punongguro  
*Principal*

**XXXXXXXXXX**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*

**MEMORANDUM OF AGREEMENT**

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_ 2026, in Imus City, Cavite, Philippines, by and between:

THE DEPARTMENT OF EDUCATION – SCHOOLS DIVISION OFFICE located in Imus City, Cavite, duly represented by its Officer-in-Charge Schools Division Superintendent Homer N. Mendoza, hereafter referred to as the “First Party”;

-and-

Public Elementary and Junior High School Heads, namely the following: \_\_\_\_\_\* and are all within the Schools Division located in Imus City, Cavite, collectively referred to as the “Second Party”.

**WITNESSETH THAT:**

WHEREAS, the FIRST PARTY acknowledges that, as of 2026, the combined enrollment of Kindergarten, Grade 6, and Grade 10 students of Imus City exceeds eighteen thousand five hundred (18,500);

WHEREAS, to ensure Kindergarten and Grade 10 students moving-up, as well as Grade 6 graduates, received their signed certificates promptly, a more efficient and streamlined distribution process is required;

WHEREAS, the FIRST PARTY recognizes that authorizing schools to reproduce these certificates with an electronic signature will streamline distribution for the SECOND PARTY and facilitate individual receipt by students;

NOW THEREFORE, in consideration of the above premises, the Parties have agreed to enter into an AGREEMENT under the following terms and conditions:

The FIRST PARTY shall provide an electronic signature to the SECOND PARTY for use strictly in printing of the certificates for the upcoming moving up and graduation ceremonies;

The SECOND PARTY may determine the method for using and reproducing the electronic signature on the certificates;

The SECOND PARTY warrants and undertakes to strictly monitor and ensure that the FIRST PARTY’s electronic signature is used exclusively for signing certificates and for no other purpose;

Upon fulfillment of the purpose for which the electronic signature was issued, the SECOND PARTY undertakes to permanently delete all copies of said signature from their records and shall not retain any duplicate;

Finally, in case of misuse and/or erroneous application of the e-signature of the FIRST PARTY, either intentionally or unintentionally, which results in damage, loss or any similar circumstance, the SECOND PARTY shall be held personally liable and relieves and holds the FIRST PARTY free from harm and absolves the latter of any legal consequence/s whether administrative, civil or criminal;

Severability and Construction. If any part of this Agreement is found invalid or unenforceable, such provision shall be severable from, and the remaining provisions will stay in full effect. This Agreement shall be interpreted based on its fair meaning, without bias toward either party.

Complete Agreement. This Agreement constitutes the entire understanding between the Parties with respect to its subject matter and supersedes all other prior or contemporaneous agreements and understandings, both oral and written.

Representation on Authority of Parties/Signatories. Each Person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of its obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

IN WITNESS WHEREOF, the Parties or their representatives hereby set their signatures on the date and place above written.

### **FIRST PARTY**

#### **HOMER N. MENDOZA**

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

### **SECOND PARTY**

<b>*NAME</b>	<b>SCHOOL</b>	<b>SIGNATURE</b>
<b>JOCELYN A. LIMOSINERO</b>	Alapan I ES	
<b>KRISTIN LOVE J. LAYAGUE</b>	Alapan II ES	
<b>MARIA ELENA D. LOMEDA</b>	Anabu I ES	
<b>EDEN P. REYES</b>	Anabu II ES	
<b>MARISSA DO. AGCO</b>	Bayan Luma I ES	
<b>GENESIS T. PASILAN</b>	Bayan Luma II ES	
<b>JESUS V. BERGADO</b>	Buhay na Tubig ES	
<b>NESSA-AMIE P. LOPE</b>	Buhay na Tubig ES - Maharlika Annex	
<b>GINA U. REYES</b>	Bukandala ES	
<b>MARILYN R. TULAY</b>	Carsadang Bago ES	
<b>MARLYN C. ALEGRO</b>	Cayetano Topacio ES	
<b>JOCELYN T. AQUINO</b>	Estanislao Villanueva ES	

<b>DIVINA A. NARVAEZ</b>	Imus Pilot ES	
<b>ALONA O. VERDAD</b>	Malagasang I ES	
<b>WILMA J. CHIQUILLO</b>	Malagasang II ES	
<b>MARISEL E. GUZMANA</b>	Malagasang III ES	
<b>ANGELO A. UNAY</b>	Palico ES	
<b>MARIA JUDITH M. GAMA</b>	Pasong Buaya I ES	
<b>MANUEL R. TAGBAGO</b>	Pasong Buaya II ES	
<b>ANDREA V. BONDOY</b>	Pasong Buaya III ES	
<b>NANCY P. VALDEZ</b>	Pasong Santol ES	
<b>ANNABELLE G. BUGHAO</b>	PSES - Golden City Annex	
<b>FLORIE-ANN S. VILLANUEVA</b>	Tanzang Luma ES	
<b>ROSEMARIE M. ORCULLO</b>	Tinabunan ES	
<b>JENIELYN A. SADANG</b>	Toclong ES	
<b>ELIZABETH Z. VILLANUEVA</b>	Gen. Emilio Aguinaldo NHS	
<b>ALBERT D. RODEROS</b>	Gen. Licerio Topacio NHS	
<b>PETRONIA N. TARUN</b>	Imus NHS	
<b>MARIBEL M. LUIG</b>	Hipolito Saquilayan NHS	
<b>LAILANI N. TORRES</b>	Gen. Tomas Mascardo NHS	
<b>AIDA C. BELLON</b>	Gov. D.M. Camerino IS	
<b>ROEL M. ELARDO</b>	Anastacio Advincula IS	
<b>JERAMIE G. BUENSUCESO</b>	City of Imus IS	
<b>ELMER M. DAYRIT</b>	Francisca Tirona Benitez IS	

## A C K N O W L E D G M E N T

REPUBLIC OF THE PHILIPPINES)  
 IMUS CITY, CAVITE ) ss.

BEFORE ME, a Notary Public in Imus City, Cavite, Philippines, this \_\_\_ day of \_\_\_\_\_ 2026, personally appeared the following:

NAME	GOVERNMENT ID	PLACE/DATE ISSUED
HOMER N. MENDOZA		
JOCELYN A. LIMOSINERO		
KRISTIN LOVE J. LAYAGUE		
MARIA ELENA D. LOMEDA		
EDEN P. REYES		
MARISSA DO. AGCO		
GENESIS T. PASILAN		
JESUS V. BERGADO		
NESSA-AMIE P. LOPE		
GINA U. REYES		
MARILYN R. TULAY		
MARLYN C. ALEGRO		
JOCELYN T. AQUINO		
DIVINA A. NARVAEZ		
ALONA O. VERDAD		
WILMA J. CHIQUILLO		
MARISEL E. GUZMANA		
ANGELO A. UNAY		
MARIA JUDITH M. GAMAO		
MANUEL R. TAGBAGO		
ANDREA V. BONDOY		
NANCY P. VALDEZ		
ANNABELLE G. BUGHAO		
FLORIE-ANN S. VILLANUEVA		
ROSEMARIE M. ORCULLO		
JENIELYN A. SADANG		
ELIZABETH Z. VILLANUEVA		
ALBERT D. RODEROS		
PETRONIA N. TARUN		
MARIBEL M. LUIG		

LAILANI N. TORRES		
AIDA C. BELLON		
ROEL M. ELARDO		
JERAMIE G. BUENSUCESO		
ELMER M. DAYRIT		

Known to me and to me known to be the same persons who executed the foregoing instrument who acknowledged to me that the same is their own free and voluntary act and deed and that of the corporations represented.

This Memorandum of Agreement, consisting of \_\_\_\_\_ ( ) pages, including the page where this Acknowledgement is written, has been duly signed by the parties and their witnesses, as well as on each and every page thereof.

WITNESS MY HAND on the date and in the place herein above written.

Notary Public

Doc. No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series of 2026.

*Enclosure No. 6 to Division Memorandum No.153, s. 2026*

**Guide to Translation to Some Information to be Included in the  
Certificate/Diploma**

<b>Filipino</b>	<b>English</b>
Sangay ng Lungsod ng Imus	Division of Imus City
Nanunungkulang Pansangay na Tagapamanihala ng mga Paaralan	OIC-Schools Division Superintendent
Punongguro I/II/III/IV	Principal I/II/III/IV
Ulongguro I/III/VI	Head Teacher I/III/VI
Nanunungkulang Punongguro	*OIC-Principal

*\*For Master Teachers and Project Development Officer II designated as OIC-School Heads*

Enclosure No. 7 to Division Memorandum No.153, s. 2026

**A. Program for the Graduation Ceremony (Grades 6 and 12)**

**Palatuntunan**

I. Prosesyonal	Mga Magsisipagtapos, Mga Magulang, Mga Guro, Punongguro at Mga Panauhin
II. Pagpasok ng mga Kulay	BSP/GSP
III. Lupang Hinirang	
IV. Panalangin	Kinatawan ng Magsisipagtapos
V. Panunumpa ng Katapatan sa Watawat	Kinatawan ng Magsisipagtapos
VI. Himno ng Imus	
VII. Dangal ng Imus	
VIII. Pambungad na Pagbati	Mag-aaral na Nagkamit ng May Karangalan/May Mataas na Karangalan
IX. Pagpapakilala sa mga Magsisipagtapos	Guro
X. Pagpapatunay sa mga Magsisipagtapos	Punongguro
XI. Pagpapatibay sa mga Magsisipagtapos	Nanunungkulang Pansangay na Tagapamanihala ng mga Paaralan
XII. Pagkakaloob ng Katunayan ( <i>Gr. 6</i> )/Katibayan ( <i>Gr. 12</i> ) ng Pagtatapos	Nanunungkulang Pansangay na Tagapamanihala ng mga Paaralan sa Tulong ng Punongguro
XIII. Mga Mensahe	Nanunungkulang Pansangay na Tagapamanihala ng mga Paaralan
	Patnugot
	Punong-Lungsod
	Kinatawan ng Ikatlong Distrito ng Lalawigan ng Cavite

XIV. Pagpapakilala sa Panauhing Pandangal	Punongguro
XV. Mensahe ng Panauhing Pandangal	Panauhing Pandangal
XVI. Paggawad ng Medalya sa mga May Karangalan at May Natatanging Parangal	Nanunungkulang Pansangay na Tagapamanihala ng mga Paaralan, Punongguro, Mga Panauhin
XVII. Talumpati ng Pamamaalam sa Paaralan	Mag-aaral na Nagkamit ng Pinakamataas na Karangalan
XVIII. Pangako ng Katapatan sa Paaralan	Mag-aaral na Nagkamit ng May Karangalan/May Mataas na Karangalan
XIX. Awit ng Pagtatapos	Mga Nagsipagtapos
XX. Pampinid na Pananalita	Kinatawan ng Nagsipagtapos
XXI. Resesyonal	Mga Panauhin, Punongguro, Mga Guro, Magulang at Nagsipagtapos

## B. Program for the Moving Up Ceremony (Gr. 10)

### Palatuntunan

I. Prosesyonal	Mga Maglilipat ng Antas, Mga Magulang, Mga Guro, Punongguro at Mga Panauhin
II. Pagpasok ng mga Kulay	BSP/GSP
III. Lupang Hinirang	
IV. Panalangin	Kinatawan ng Maglilipat ng Antas
V. Panunumpa ng Katapatan sa Watawat	Kinatawan ng Maglilipat ng Antas
VI. Himno ng Imus	
VII. Dangal ng Imus	
VIII. Pambungad na Pagbati	Mag-aaral na Nagkamit ng May Karangalan/May Mataas na Karangalan
IX. Pagpapakilala sa mga Maglilipat ng Antas	Guro
X. Pagpapatunay sa mga Maglilipat ng Antas	Punongguro
XI. Pagpapatibay sa mga Maglilipat ng Antas	Nanunungkulang Pansangay na Tagapamanihala ng mga Paaralan
XII. Pagkakaloob ng Katunayan (Gr. 10) ng Paglilipat ng Antas	Nanunungkulang Pansangay na Tagapamanihala ng mga Paaralan sa Tulong ng Punongguro
XIII. Mga Mensahe	Nanunungkulang Pansangay na Tagapamanihala ng mga Paaralan
	Patnugot
	Punong-Lungsod
	Kinatawan ng Ikatlong Distrito ng Lalawigan ng Cavite
XIV. Pagpapakilala sa Panauhing Pandangal	Punongguro
XV. Mensahe ng Panauhing Pandangal	Panauhing Pandangal

XVI. Paggawad ng Medalya sa mga May Karangalan at May Natatanging Parangal	Nanunungkulang Pansangay na Tagapamanihala ng mga Paaralan, Punongguro, Mga Panauhin
XVII. Talumpati ng Pamamaalam sa Paaralan	Mag-aaral na Nagkamit ng Pinakamataas na Karangalan
XVIII. Pangako ng Katapatan sa Paaralan	Mag-aaral na Nagkamit ng May Karangalan/May Mataas na Karangalan
XIX. Awit ng Pagililipat ng Antas	Mga Nagsilipat ng Antas
XX. Pampinid na Pananalita	Kinatawan ng Mga Nagsilipat ng Antas
XXI. Resesyonal	Mga Panauhin, Punongguro, Mga Guro, Mga Magulang at Mga Nagsilipat ng Antas



Republic of the Philippines  
**Department of Education**

MAR 04 2026

DepEd MEMORANDUM

No. **015**, s. 2026

**CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM  
END-OF-SCHOOL-YEAR RITES FOR THE SCHOOL YEAR 2025–2026**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
ALS Community Learning Centers  
Attached Agencies  
All Others Concerned

1. The Department of Education (DepEd) announces the conduct of the End-of-School-Year (EOSY) Rites for Kindergarten, Grade 6, Grade 10, and Grade 12 learners in public schools, as well as Alternative Learning System (ALS) learners who satisfactorily meet the curriculum requirements at the end of the school year (SY) 2025–2026.

2. Pursuant to DepEd Order (DO) No. 012, s. 2025, titled Multi-Year Implementing Guidelines on the School Calendar and Activities, the SY 2025–2026 shall end on **March 31, 2026**. Thus, the EOSY Rites shall be conducted on either **March 30 or 31, 2026**.

3. The theme of the SY 2025–2026 EOSY Rites shall be **Filipino Graduates: Prepared to Lead with Competence and Character** (*Pilipinong Nagsipagtapos: Handang Mamuno nang May Kakayahan at Mabuting Pagkatao*).

This theme highlights the Department's commitment to holistic education that goes beyond academic achievement, ensuring that learners are equipped with the essential knowledge, values, and skills needed to navigate higher education, employment, entrepreneurship, and middle-level skills development. It affirms DepEd's dedication to nation-building by shaping graduates who are not only academically prepared but also committed to serving the Filipino people. It underscores that, alongside competence, Filipino graduates are nurtured to become morally upright, compassionate, and service-oriented individuals who can lead with integrity and contribute positively to their communities and the nation.

4. The following provisions stipulated in DO 009, s. 2023, titled An Order Updating the Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program EOSY Rites, are reiterated:

- a. Graduation and Moving-Up Ceremonies shall be simple yet meaningful. While these rites mark a milestone in learners' lives, they shall be conducted without excessive spending, extravagant attire, or extraordinary venues.
  - b. Non-academic projects articulated in DO 66, s. 2017, titled Implementing Guidelines on the Conduct of Off-Campus Activities, such as attendance at field trips, film showings, Junior-Senior Promenade, and other school events, shall not be imposed as graduation or completion requirements.
  - c. 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 individual shall be allowed to collect any kind of contribution or fee from learners and teachers for the graduation or moving-up ceremonies**, in accordance with the provisions of DO 19, s. 2008, titled Implementation of the No Collection Policy in All Public Elementary and Secondary Schools.
  - d. The format of the certificate of completion and diploma shall be in accordance with Enclosure No. 1, pages 44–46, of DO 031, s. 2019, titled The Department of Education Service Marks and Visual Identity Manual.
5. The following provisions stipulated in DO 012, s. 2025, are likewise reiterated:
- a. The School Awards Committee shall deliberate on awards and recognitions at least five calendar days before the EOSY Rites to determine the learners eligible for recognition and awards.
  - b. Public schools are strictly prohibited from requiring learners to accomplish EOSY financial clearances, in compliance with DO 19, s. 2008.
  - c. The last class day of the SY shall be clearly indicated on all relevant school forms requiring such entry. This includes, but is not limited to, academic reports and other official school documents. Additionally, this date shall be communicated to learners, parents or legal guardians, and school personnel in a timely manner to ensure clarity and seamless coordination.
6. All learners, including transferees, who have met the standards, criteria, and guidelines set forth in DO 36, s. 2016, titled Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program, shall be recognized.
7. To ensure the safety and protection of learners, teachers, and attendees, schools are advised to conduct their EOSY Rites in indoor venues with proper ventilation or in covered courts to avoid exposure to extreme heat. Schools shall avoid scheduling their EOSY Rites during the hottest hours of the day, when temperatures are at their peak.

8. For further inquiries or clarification, please contact the **Bureau of Learning Delivery**, 4th Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [bld.od@deped.gov.ph](mailto:bld.od@deped.gov.ph) or at telephone numbers (02) 8637-4346 or 8537-4347.

9. Immediate dissemination of this Memorandum is desired.



**SONNY ANGARA**  
Secretary

References:

DepEd Order (No. 012, s. 2025; 031, s. 2019; 66, s. 2017; 36, s. 2016; 19, s. 2008)

DepEd Memorandum No. 027, s. 2025

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

ALTERNATIVE LEARNING SYSTEM  
BASIC EDUCATION  
GRADUATION  
JUNIOR HIGH SCHOOL  
KINDERGARTEN EDUCATION  
LEARNERS  
SCHOOLS  
SENIOR HIGH SCHOOL

