



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

18 Jan 2023

**DIVISION MEMORANDUM**

No. 16, s. 2022

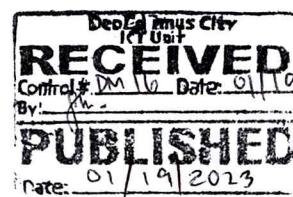
**ORIENTATION ON ENHANCED REGIONAL GUIDELINES ON  
THE PROCESSING OF SPECIAL ORDER (SO) APPLICATIONS**

To: Assistant Schools Division Superintendent  
CID Chief  
OIC- SGOD Chief  
School Owners and Administrators (Private Senior High Schools)  
All Others Concerned

1. Pursuant to Regional Memorandum No. 757, s. 2022 titled "Enhanced Regional Guidelines on the Processing of Special Order (SO) Applications," this Office, through the School Governance and Operations Division (SGOD) - Private Schools Section will conduct an Orientation on the Enhanced Regional Guidelines on the Processing of Special Order (SO) Applications among private schools offering senior high school on January 24, 2023, 9:00 am at Cachapero Academe Inc., Mahogany St, Narra Homes, Carsadang Bago II, Imus City, Cavite.
2. This activity aims to orient all School Heads and School Registrars on the updated guidelines regarding the application of Special Order.
3. This Office intends to submit all SO applications for SY 2022-2023 to the Regional Office 15 days before the end of the current academic year as stated in DepEd Order No. 88, s. 2010.
4. Participants to this activity are the School Heads and School Registrars of the 29 private schools offering Senior High School. Attendance is a must.
5. Participants are expected to bring the sample copy of Graduation Form 9 per track and strand that the school is offering.
6. For questions or concerns, please contact Dr. Marilou P. Bronzi, Education Program Supervisor-SGOD/Division Private Schools Coordinator, at 419-8450 to 53 loc. 22 or email at [privateschool.imus@deped.gov.ph](mailto:privateschool.imus@deped.gov.ph).



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7. Immediate dissemination of this Memorandum is earnestly desired.

  
**ROSEMARIE D. TORRES, CESO V**  
Schools Division Superintendent 

Encl.: None

Reference: As stated

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

PRIVATE EDUCATION