



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

26 Mar 2026

DIVISION MEMORANDUM

No. 184, s. 2026

**SCHEDULE AND CONDUCT OF MONITORING OF THE END-OF-SCHOOL-YEAR RITES FOR S.Y. 2025-2026
CUM TRAVEL ORDER**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads (Public Elementary and Secondary 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 [EOSY] Rites for the School Year 2025–2026) and Division Memorandum No. 153, s. 2026 (Schedule of the End-Of-School-Year Rites for S.Y. 2025-2026), the Schools Division Office, through the School Governance and Operations Division (SGOD), hereby informs the field about the schedule and the conduct of monitoring of the EOSY Rites for School Year (S.Y.) 2025-2026.
2. The Top Management, members of the Division Field Technical Assistance Composite Team (DFTACT), and other SDO personnel shall conduct in-person monitoring, provide technical assistance, and gather issues, best practices, and feedback during the schools' conduct of EOSY Rites.
3. Please see the following enclosures for reference:
 - a. Enclosure No. 1 – Schedule of the EOSY Rites for S.Y. 2025-2026
 - b. Enclosure No. 2 – Monitoring Tool
4. The DFTACT must strictly adhere to Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), particularly Section 7(d), which reads:

“Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.”
5. This activity shall adhere to the Time-On-Task Policy stipulated in DepEd Order No. 009, s. 2005, while strictly observing current minimum health protocols.





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6. This Memorandum constitutes the travel authority for the SDO personnel who shall monitor the conduct of the EOSY Rites.
7. The members of the DFTACT who will monitor the conduct of EOSY Rites on March 28-29, 2026 shall be entitled to a Compensatory Time-Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 (Non-monetary Remuneration for Overtime Services Rendered).
8. Travel funds and other related expenses of the SDO personnel shall be charged against the local funds, subject to the usual accounting and auditing rules and regulations.
9. For queries and clarifications, please contact Mr. Medel Carlos C. Zarsuelo Jr., Education Program Specialist II, at 046-419-8450 to 53 local 227.
10. 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 subjects:

GRADUATION
ELEMENTARY EDUCATION
JUNIOR HIGH SCHOOL
SENIOR HIGH SCHOOL

sgod/mcz/Mar. 23, 2026 

Enclosure No. 1 to Division Memorandum No. 184, s. 2026

Monitoring Personnel for the End-of-School-Year Rites for SY 2025-2026

KINDERGARTEN - MOVING-UP SCHEDULE				
School	Date	Time	Venue	M&E Official
Imus Pilot ES	March 26, 2026	7:30 AM – 12:00 PM	Imus Pilot ES PTA Hall	Marilyn O. Anglo
Bayan Luma II ES	March 26, 2026	8:00 AM – 10:00 AM	Bayan Luma II ES	Jona B. Ramos
Malagasang I ES	March 27, 2026	1st Batch 7:00 AM – 10:00 AM	Malagasang I ES	Ronnie B. Yohan
		2nd Batch 2:00 PM – 5:00 PM		
Alapan II ES	March 27, 2026	7:00 AM – 10:00 AM	Alapan II ES	Gian Paul G. Creencia
Bukandala ES	March 27, 2026	1st Batch 7:00 AM – 9:30 AM	Bukandala ES	Precila E. Custodio
		2nd Batch 9:30 AM – 12:00 PM		
Buhay na Tubig ES – Maharlika Annex	March 28, 2026	8:00 AM – 10:00 AM	Maharlika Center, Brgy. Maharlika, Imus City	Marilou P. Bronzi
Malagasang II ES	March 30, 2026	1st Batch 6:00 AM – 9:00 AM	Malagasang II ES	Ricardo R. David III
		2nd Batch 10:30 AM – 12:00 PM		
Anastacio Advincula IS	March 30, 2026	6:30 AM – 9:30 AM	Ph 8 Magdalo Covered Court	Marife R. Grossman
Alapan I ES	March 30, 2026	1st Batch 6:30 AM – 9:00 AM	Alapan I ES	Riza C. Garcia
		2nd Batch 9:30 AM – 12:00 PM		
Anabu I ES	March 30, 2026	7:00 AM – 9:30 AM	Anabu I ES	Reena Jay P. Topacio
Anabu II ES	March 30, 2026	7:00 AM – 9:30 AM	Unida Christian Colleges	Ivan Honorpette A. Mijares
Buhay na Tubig ES	March 30, 2026	1st Batch 7:00 AM – 9:00 AM	Buhay na Tubig ES Covered Court	Leah J. Guillang
		2nd Batch 9:30 AM – 11:30 AM		
Toclong ES	March 30, 2026	7:00 AM – 9:00 AM	Toclong ES	Ruby B. Heramia
Palico ES	March 30, 2026	7:00 AM – 9:00 AM	Palico ES (Open Area)	Girlie Anne S. Obias
Pasong Buaya III ES	March 30, 2026	7:30 AM – 9:30 AM	Los Pinos Subd. Covered Court	Cristina S. Advincula
Carsadang Bago ES	March 30, 2026	8:00 AM – 11:00 AM	Carsadang Bago ES	Ronnie B. Yohan
City of Imus IS	March 30, 2026	8:00 AM – 11:00 AM	Green City Subdivision Covered Court,	Gian Paul G. Creencia

			Malagasang II-A, Imus City	
Pasong Santol ES	March 30, 2026	8:00 AM – 9:30 AM	Pasong Santol ES Covered Court	Ariel R. Dayrit
Pasong Buaya II ES	March 30, 2026	8:00 AM – 10:00 AM	Yellow Court Pasong Buaya II	Justine Faith I. Pinile
Tanzang Luma ES	March 30, 2026	9:00 AM – 11:30 AM	Tanzang Luma ES Covered Court	Florence V. Descallar
Gov. D.M. Camerino IS	March 30, 2026	9:30 AM – 12:00 PM	Gov. D.M. Camerino IS	Medel Carlos C. Zarsuelo
Malagasang III ES	March 30, 2026	10:00 AM – 12:00 PM	Malagasang III ES	Atty. Mario T. Tamondong Jr.
Estanislao Villanueva ES	March 30, 2026	10:00 AM – 12:00 PM	Estanislao Villanueva ES	Rosa Irma B. Geda
Pasong Buaya I ES	March 30, 2026	1:00 PM – 3:00 PM	Pasong Buaya I ES Covered Court	Naamah C. Mambalos
Cayetano Topacio ES	March 30, 2026	3:00 PM – 5:00 PM	Cayetano Topacio ES Multipurpose Hall	Anthony D. Bungay
Pasong Santol ES – Golden City Annex	March 31, 2026	7:00 AM – 9:00 AM	Pasong Santol ES – Golden City Annex Covered Court	Reden M. Cruzado
Tinabunan ES	March 31, 2026	7:00 AM – 9:00 AM	Tinabunan ES	Riza C. Garcia
Bayan Luma I ES	March 31, 2026	8:00 AM – 11:00 AM	Bayan Luma I ES Covered Court	Joseph R. Carreon
Francisca Tirona Benitez IS	March 31, 2026	1:00 PM – 3:00 PM	Jade Residence Club Houe, Malagasang I-C, Imus City	Ariel R. Dayrit

GRADE 6 – GRADUATION SCHEDULE

School	Date	Time	Venue	M&E Official
Buhay na Tubig ES – Maharlika Annex	March 28, 2026	4:00 PM – 6:00 PM	Maharlika Center, Brgy. Maharlika, Imus City	Marilou P. Bronzi
Malagasang II ES	March 29, 2026	10:00 AM – 2:00 PM	Imus City Sports Complex	Ricardo R. David III
Gov. D.M. Camerino IS	March 30, 2026	6:00 AM – 9:00 AM	Gov. D.M. Camerino IS	Medel Carlos C. Zarsuelo
Alapan II ES	March 30, 2026	7:00 AM – 10:00 AM	Alapan II ES Covered Court	Rochelle S. Balete
Malagasang III ES	March 30, 2026	7:00 AM – 10:00 AM	Malagasang III ES	Atty. Mario T. Tamondong Jr.
Bayan Luma II ES	March 30, 2026	7:00 AM – 11:00 AM	Bayan Luma II ES	Marciano V. Valles
Cayetano Topacio ES	March 30, 2026	8:00 AM – 10:00 AM	Cayetano Topacio ES Multipurpose Hall	Anthony D. Bungay
Estanislao Villanueva ES	March 30, 2026	8:00 AM – 10:00 AM	Estanislao Villanueva ES	Rosa Irma B. Geda
Pasong Buaya I ES	March 30, 2026	8:00 AM – 10:00 AM	Pasong Buaya I ES Covered Court	Naamah C. Mambalos
Anastacio Advincula IS	March 30, 2026	10:00 AM – 12:00 PM	Phase 8 Magdalo Court	Marife R. Grossman
Anabu I ES	March 30, 2026	2:00 PM – 4:00 PM	Anabu I ES	Reena Jay P. Topacio
Tanzang Luma ES	March 30, 2026	2:00 PM – 4:30 PM	Tanzang Luma ES Covered Court	Florence V. Descallar
Carsadang Bago ES	March 30, 2026	2:30 PM – 6:00 PM	Carsadang Bago ES	Ronnie B. Yohan
Pasong Buaya II ES	March 30, 2026	3:00 PM – 5:00 PM	Pasong Buaya II Yellow Court	Justine Faith I. Pinile

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Palico ES	March 30, 2026	4:00 PM – 6:00 PM	Palico ES (Open Area)	Girlye Anne S. Obias
Pasong Buaya III ES	March 30, 2026	4:00 PM – 6:00 PM	Los Pinos Subd. Covered Court	Cristina S. Advincula
Toclong ES	March 30, 2026	4:00 PM – 6:30 PM	Toclong ES	Ruby B. Heramia
Bayan Luma I ES	March 30, 2026	4:00 PM – 7:00 PM	Bayan Luma I ES Covered Court	June Bence L. Adelan
Anabu II ES	March 30, 2026	5:00 PM – 7:30 PM	Unida Christian Colleges	Ivan Honorpette A. Mijares
Imus Pilot ES	March 30, 2026	5:00 PM – 8:00 PM	Imus Pilot ES Grandstand	Ricardo R. David III
Malagasang I ES	March 31, 2026	6:30 AM – 9:30 AM	Imus Sports Complex	Jenielyn A. Sadang
Pasong Santol ES	March 31, 2026	8:00 AM – 10:00 AM	Pasong Santol ES Covered Court	Naamah C. Mambalos
City of Imus IS	March 31, 2026	8:00 AM – 11:00 AM	Green City Subdivision Covered Court, Malagasang II-A, Imus City	Gian Paul G. Creencia
Tinabunan ES	March 31, 2026	10:00 AM – 12:00 PM	Tinabunan ES	Riza C. Garcia
Alapan I ES	March 31, 2026	10:00 AM – 1:00 PM	Imus Sports Complex	Ruby B. Heramia
Buhay na Tubig ES	March 31, 2026	1:00 PM – 3:00 PM	Imus Sports Complex	Leah J. Guillang
Francisca Tirona Benitez IS	March 31, 2026	1:00 PM – 3:00 PM	Jade Residence Club House, Malagasang I-C, Imus City	Ariel R. Dayrit
Pasong Santol ES – Golden City Annex	March 31, 2026	4:00 PM – 6:00 PM	Pasong Santol ES – Golden City Annex Covered Court	Reden M. Cruzado
Bukandala ES	March 31, 2026	4:00 PM – 6:00 PM	Imus Sports Complex	Joseph R. Carreon

GRADE 10 – MOVING-UP SCHEDULE

School	Date	Time	Venue	M&E Official
Gen. Licerio Topacio NHS	March 29, 2026	6:00 AM – 9:00 AM	Imus Sports Complex	Anthony D. Bungay
Gen. Tomas Mascardo NHS	March 29, 2026	3:00 PM – 8:00 PM	Imus Sports Complex	Ivan Honorpette A. Mijares
Anastacio Advincula IS	March 30, 2026	1:00 PM – 4:00 PM	Phase 8 Magdalo Court	Marife R. Grossman
Gov. D.M. Camerino IS	March 30, 2026	1:30 PM – 5:00 PM	Gov. D.M. Camerino IS	Medel Carlos C. Zarsuelo
Hipolito Saquilayan NHS	March 30, 2026	3:00 PM – 5:00 PM	Alapan II-A Barangay Covered Court	Josephus Perseus Banaag
Imus NHS	March 31, 2026	1st Batch 6:00 AM – 10:00 AM	Imus NHS Covered Court	Rochelle S. Balete
		2nd Batch 4:00 PM – 9:00 PM		
Gen. Emilio Aguinaldo NHS	March 31, 2026	1st Batch 8:00 AM – 12:00 PM	Gen. Emilio Aguinaldo NHS Covered Court	June Bence L. Adelan
		2nd Batch 4:00 PM – 8:00 PM		
Francisca Tirona	March 31, 2026	1:00 PM –	Jade Residence	Ariel R. Dayrit

Benitez IS		3:00 PM	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	Gian Paul G. Creencia

GRADE 12 – GRADUATION SCHEDULE				
School	Date	Time	Venue	M&E Official
General Juan Castañeda SHS	March 30, 2026	6:00 AM – 9:00 AM	Imus Sports Complex	Maria Luisa F. Candelaria
General Flaviano Yengko SHS	March 30, 2026	9:30 AM – 12:30 PM	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. 184, s. 2026

EOSY RITES MONITORING TOOL

S.Y. _____

Name of School/s: _____ School Head: _____

Date of Graduation: _____ Time: _____ Venue: _____

Direction: Please check (/) the column that corresponds to your assessment in the conduct of Graduation Rites. Your feedback will help in the assurance of the quality of Program.

	Evident	Not Evident
A. Adherence to DepEd Order No. __, s. __		
1. Expenses relative to the Graduation Rites are charged to school's MOOE.		
2. Contribution for the annual yearbook, if any, is on a voluntary basis .		
B. Conduct of the Graduation Rites		
1. The graduation rites are simple but meaningful which encouraged civil rights, a sense of community, and personal responsibilities.		
2. The graduation rites are conducted in appropriate and solemn ceremony befitting the graduating students and their parents.		
3. The graduation rites are not used as political forum.		
4. Speeches being delivered are focused on the theme mandated by the Department of Education.		
5. The graduation rites follow the program suggested by the SDO.		
6. Distribution of Certificates and Awards are done in an orderly manner.		
7. Master/s of Ceremonies is/are articulate and well oriented with the program.		

	Evident	Not Evident
C. Time Management		
1. The graduation rites start and end on time.		
2. The guests, personnel and staff arrive on time.		
D. Accommodation, Decoration, Sound System, and Venue		
1. The venue of the graduation rites is conducive for the activity.		
2. There are enough chairs for the graduates, guests and audience.		
3. The venue is well lit.		
4. Audio quality is clear and appropriate.		
5. The stage decoration is simple and reflects the theme.		
6. Safety and security of the graduates, guests, and audience and their personal belongings are ensured.		
7. The crowd/ audience is well-managed.		
E. Personnel		
1. The personnel follow the dress code prescribed by the Civil Service Commission.		
2. The personnel are accommodating and courteous to the guests.		

Suggestion/s:

Monitoring Official/s: _____
Signature over Printed Name

Signature over Printed Name