



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

13 Oct 2025

DIVISION MEMORANDUM
No. 634, s. 2025

**IMPLEMENTATION OF THE ONLINE PROCESSING SYSTEM OF
SPECIAL ORDER OF SENIOR HIGH SCHOOL PROGRAM FROM
PRIVATE SCHOOLS**

To: Assistant Schools Division Superintendent
CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
Education Program Supervisors
Owners/ Administrators (Private Schools)
All Others Concerned

1. Attached is Regional Memorandum No. 710, s. 2025 titled "Implementation of the Online Processing System of Special Order of Senior High School Program from Private Schools," for information and guidance.
2. The schedule of orientation is on **October 17, 2025, 11:00 AM – 1:00 PM.**
3. For inquiries, please contact Ivan Honorpette A. Mijares, Education Program Supervisor/Officer-in-Charge, School Governance and Operations Division, at 09150870679
4. Immediate and widest dissemination of this Memorandum is earnestly desired.

Digitally signed by
Mendoza Homer
Napenas
Date: 2025.10.13
00:18:34 +08:00

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:

PRIVATE EDUCATION

sgod/iham/10-08-2025



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

24 September 2025

Regional Memorandum
No. 710, s. 2025

**IMPLEMENTATION OF THE ONLINE PROCESSING SYSTEM
OF SPECIAL ORDER OF SENIOR HIGH SCHOOL PROGRAM
FROM PRIVATE SCHOOLS**

To **Schools Division Superintendents**
Private School Focal Persons
Private School Owner/Administrators

1. In support of the Department's Digitization Agenda, this Office, through the ICT Unit, will implement region-wide the **Online Processing System of Special Order of Senior High School Learners coming from Private Schools** to modernize and streamline the management of Special Order applications. This initiative underscores the Department's commitment to efficiency, transparency, and compliance with quality management standards and national regulatory requirements.
2. This initiative aims to:
 - a. Streamline the Special Order (SO) application process for private schools offering Senior High School programs;
 - b. Ensure that the system is anchored on ISO 9001:2015 certification, Anti-Red Tape Act (ARTA) compliance, and the principles of Ease of Doing Business.
3. The system shall cover Special Order applications for School Year 2024–2025 and retroactively for previous years, thereby ensuring that all records and processes are digitized and systematically managed.
4. For reference and guidance, attached is the schedule of orientation for private schools along with the list of designated SDO focal persons.
5. For inquiries regarding application requirements and compliance, please coordinate with the Quality Assurance Division at: qad.calabarzon@deped.gov.ph and for technical assistance, contact the ICT Unit at: ict.calabarzon@deped.gov.ph

6. Strictly compliance with this memorandum is highly desired



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director *Regional Director*

ict/il

Orientation Schedule

Schools Office	Division	Focal Person	Date/Time
Cabuyao City Binan City Calamba City Laguna Province San Pablo City Santa Rosa City		Loida Tomelden Jeffrie Ditablan Emelia Aytona Loida Tomelden Ma. Lourdes Manimtim	October 17, 2025 9:00AM-11:00AM
San Pedro City Imus City Bacoor City Cavite City Dasmarinas City General Trias City		Reymund Ferry Ma. Lourdes Manimtim Buenalyn Manuel Reymund Ferry	October 17, 2025 11:00AM-1:00PM
Antipolo City Batangas City Batangas Province Santo Tomas City Lipa City Calaca City		Ma. Lourdes Manimtim Emelia Aytona Ma. Lourdes Manimtim Emelia Aytona Jeffrie Ditablan Ma. Lourdes Manimtim	October 17, 2025 1:00PM-3:00PM