



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF BULACAN

March 15, 2024

DIVISION MEMORANDUM

No. **138** s. 2024

SPECIAL ORDER (SO) CHECKING AMONG PRIVATE SCHOOLS

To: Assistant Schools Division Superintendent
 Division Chiefs
 Public Schools District Supervisors
 SGOD Unit
 Private Schools SHS Implementers
 All Others Concerned

1. Anent to DepEd Order No. 10, s. 2018 titled Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical Vocational Institutions for SY 2017 – 2018, this Office shall conduct evaluation and validation of grade 12 learners' personal and scholastic records for issuance of Special Order on following schedules indicated in the table below.

EDDIS	Municipalities	Venue	District Coordinators
1	Calumpit April 1, 2024	Colegio de Calumpit Institute	Celita Reyes
	Hagonoy April 2, 2024 (AM)	Godwin's Montessori School	Mark Richard Javier
	Paombong April 2, 2024 (PM)	Godwin's Montessori School	Mark Richard Javier
	Bulakan April 3, 2024 (AM)	Bulacan Montessori School	Teresita Francisco
	Pulilan April 3, 2024 (PM)	Academia de Pulilan, Inc.	Jose Camposano
2	Plaridel April 1, 2024	Richwell Colleges, Inc.	Romeo dela Rosa
	Bustos April 2, 2024	Mary and Jesus School, Inc.	Ma. Sophia Lauren Perpetua
3	San Ildefonso April 1, 2024	Goldenville School of Montessori, Inc.	Rhoda R. Manuel



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	San Miguel April 2, 2024	Park Ridge School of Montessori, Incorporated	Alicia Rodriguez
	San Rafael April 3, 2024	Sanctuario of St. Maria Theresa School, Inc.	Maila M. Garcia
4	Marilao April 11 - 12, 2024	St. Michael School of Marilao, Inc.	Ann Concepcion Natividad
	Obando April 8, 2024	Obando Montessori School, Inc.	Marietta San Jose
5	Pandi April 1, 2024	ICCDC	Trinidad Gonzales
	Guiguinto April 2, 2024 (AM)	St. Martin de Porres Catholic School of Guiguinto, Inc.	Connie Doloso
	Balagtas April 2, 2024 (PM)	Colegio de Roma, Inc.	Amor Victorio
	Bocaue April 3-4, 2024	Jesus is Lord Colleges Foundation	Rosalinda Rodriguez
6	Angat April 1, 2024 (AM)	Colegio de Sta. Monica de Angat	Francie Castro
	Norzagaray April 1, 2024 (PM)	Colegio de Sta. Monica de Angat	Sherill Baracca
	Sta. Maria April 2, 2024	Grace of Shekinah School	Bernadette S. Halili

2. The Regional Office is authorized to issue special orders to schools with provisional permit to operate for the graduation of qualified grade 12 learners. Application for special orders of qualified grade 12 learners for SY 2023 – 2024 shall be filed for processing by the school to the schools division office. This shall be endorsed at the regional office for issuance of SO Number and returned to school through the schools division office. Guidelines on the issuance for the approval of special orders shall include the following procedures:

- a. School level checking (correctness of entries of learner’s personal data and scholastic records) to be facilitated by the school head, school registrar, and class advisers of grade 12 learners;

Forms needed:

SF10 Learner’s Permanent Academic Record for SHS and for JHS if transferee



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SF 9 Learner's Progress Report Card
SF 1 School Registrar
Photocopy of Live Birth Certificate
Summary Sheet for SO Application

- b. District level checking (validation/evaluation on the correctness of entries of learner's personal data and scholastic record) to be facilitated by the district leaders with the leadership of the EDDIS chairs, to be monitored SGOD personnel and public schools division supervisors in charge of the district;

Forms Needed:

Same forms with the school level checking

- c. Division level checking (submission of validated/evaluated needed forms);

Forms to be submitted:

Folders (colored Blue with Photocopies of SF10 of learners' candidate for graduation together with the SO Form duly signed by the Public Schools Division Supervisors)

Folder (colored Blue with the transmittal letter to the RO, photocopy of SHS Permit/s and SEC Registration)

- d. Regional level (indorsement of the SDO to RO for issuance of special orders; and

- e. Issuance of SO Number to schools through the SDO by the RO.

3. Please be reminded that school heads need to coordinate with the district coordinators for the specific time within the schedule given during the district level checking for effective management of time. Attendees at the district level checking include the school heads, school registrar and class advisers of each school.

4. District Level Checking shall be done through the leadership of EDDIS Chairs. They are expected to be present during the EDDIS level checking, manage and arrange specific details on the conduct of checking of forms. EDDIS Chairs are as follows:

EDDIS 1 – Regina Sto. Domingo

EDDIS 2 – Ma. Sophia Lauren P. Perez

EDDIS 3 – Alicia Rodriguez

EDDIS 4 – Ann Concepcion Natividad

EDDIS 5 – Rodel Manicad

EDDIS 6 – Bernadette S. Halili



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5. Likewise, all public schools district supervisors together with the SGOD Unit shall conduct monitoring activity during the EDDIS level checking to provide technical assistance.
6. Expenses to be incurred in the conduct of the said activity shall be charged against private schools' local funds.
7. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to combat any infectious diseases.
8. Wide dissemination and compliance to this Memorandum is enjoined.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent