



Republic of the Philippines
Department of Education
 REGION X
SCHOOLS DIVISION OF LANAOS DEL NORTE

DEPED LANAOS DEL NORTE
 RECORDS SECTION CONTROL NO. 10619
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April 14, 2026

DIVISION MEMORANDUM

No. 199, s. 2026

CHECKING OF SPECIAL ORDER (SO) AMONG PRIVATE SCHOOLS

To: Chief ES- School Governance and Operations Division
 Private Schools Senior High School Administrators
 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 2025-2026, 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.

Municipality	Scheduled Date
Sapad/Kapatagan & Baroy	April 20, 2026 am
Lala & Linamon	April 20, 2026 pm
Tubod & Kauswagan	April 21, 2026 am
Baloi & Kolambugan	April 21, 2026 pm
Maigo & Bacolod	April 22, 2026 am

2. The Regional Office is authorized to issue special orders to schools with provisional permits to operate for the graduation of qualified grade 12 learners. Application for special orders of qualified grade 12 learners for SY 2025-2026 shall be filed for processing by the school to the Division Office. This shall be endorsed at the Regional Office for issuance of SO Number and returned to school through the School's 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 the grade 12 learners:



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Forms needed:

1. SF10 – Learner’s Permanent Academic record for SHS and for JHS if transferee
 2. SF9 – Learner’s Progress Report Card
 3. SF1 – School Registrar
 4. Photocopy of Live Birth Certificate (certified true copy) signed by the School Head or the Registrar
 5. Summary sheet for SO applications
- b. Division level checking of validated/evaluated needed forms enclosed in red folder.
- c. Flash drive for the e-copy of the List of learners
3. Expenses to be incurred in the conduct of the said activity shall be charged against private schools’ local funds.
4. Wide dissemination and compliance to this Memorandum is enjoined.

EDWIN R. MARIBOJOC, EdD, CESO V
Schools Division Superintendent



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