



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

April 8, 2024

DIVISION MEMORANDUM

No. **209**, s. 2024

CHECKING OF PRIVATE SCHOOL FORMS AND SUBMISSION OF DOCUMENTARY REQUIREMENTS RELATIVE TO THE APPLICATION FOR SPECIAL ORDER, SY 2023-2024

To: Asst. Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors
Heads of Private Schools / Private Technical-Vocational Institutions / State University
All others concerned

1. In view of private school applications for Special Order, zonal managers are advised to coordinate with their Public Schools District Supervisors (PSDSs) and heads of private schools under their respective zones for schedules and venues of the checking and validation of school forms which commences on April 11, 2024 prior to submission of applications to the Schools Division thru the School Management Monitoring & Evaluation (SMME) Section.
2. The following forms shall be prepared for checking:
 - Form 137-A / SF 10 (Permanent Record)
 - Form 148 / SF 9 (Learner Progress Report Card)
 - Birth Certificate (PSA)
 - Form 9 (SHS Graduation Form)
 - List of Qualified Graduates
3. As a reiteration, application for Special Orders of qualified Grade 12 learners shall be filed by the school to the Schools Division Office (SDO) 30 days prior to the date of graduation, to be endorsed to RO for evaluation and approval.
4. The following are the documents to be attached to the application in four (4) copies:
 - Accomplished Special Order for Graduation Form / Form 9 (fastened on the left wing of the folder)



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

- List of Graduates aligned with Form 9 and signed School Registrar/School Principal or Administrator/School Committee (fastened on the right wing of the folder)
5. Provided herewith is the link for the downloading of the S.O. slip to be attached to the folder containing the documentary requirements relative to the application:
- <https://tinyurl.com/SORouteSlip>
6. Encoding of private school data, including the uploading of the scanned copies of approved school calendars, shall be accomplished using the following link:
- <https://forms.office.com/r/BMXgkXdP1R>
7. Immediate and wide dissemination of this Memorandum is enjoined.

ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent

000000030648
Dep Ed DIVISION OFFICE PAMPANGA
CITY OF SAN FERNANDO
RECEIVED
APR 11 2024
BY:

