



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

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February 19, 2025

DIVISION MEMORANDUM  
No. 133, s. 2025

**REORIENTATION-MEETING FOR PRIVATE SENIOR HIGH SCHOOL (SHS)  
FOCAL PERSONS RE: APPLICATION FOR THE ISSUANCE OF SPECIAL  
ORDERS OF QUALIFIED GRADE 12 LEARNERS, SY 2024-2025**

TO: Asst. Schools Division Superintendent  
CID and SGOD Chiefs  
Sectorial Managers  
Public Schools District Supervisors  
PriSAP Officers  
Heads of Private Schools / Private Technical-Vocational Institutions  
All others concerned

1. Pursuant to DepEd Order No. 10, s. 2018, otherwise known as "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," the Regional Office is authorized to issue Special Orders to schools that were issued provisional permits to operate for the graduation of qualified Grade 12 learners.
2. The issuance of special orders, in accordance with the guidelines stipulated in DepEd Order No. 88, s. 2010 or the Revised Manual of Regulations for Private Schools in Basic Education shall be filed by the school through the Schools Division Office (SDO) at least 15 calendar days before the end of the current academic year.
3. In reference to the foregoing, this Office announces a reorientation meeting for Senior High School (SHS) focal persons of private and technical/vocational schools on **March 5, 2025** at 8:00 a.m. The meeting will be held at the Teacher Training Center (TTC), SDO Pampanga, High School Blvd., Brgy. Lourdes, CSF(P).
2. The following topics shall be discussed during the meeting:
  - a. Overview of the Special Order application process
  - b. Requirements for graduation eligibility



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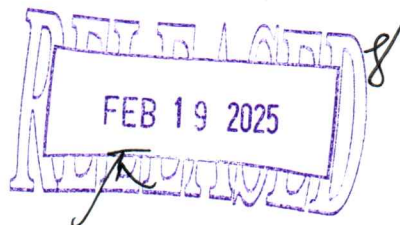
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- c. Timeline for submission of applications
  - d. Q&A session for focal persons
5. A registration fee of P300.00 shall be collected to account for food and other related expenses.
6. Immediate and wide dissemination of this Memorandum is enjoined.

**ROMEO M. ALIP PhD, CESO V**  
Schools Division Superintendent

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