



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

DIVISION MEMORANDUM
NO. 153, s. 2025

February 24, 2025

REITERATING THE DEPED POLICY ON THE END OF SCHOOL YEAR RITES

1. The Department of Education issued to the field the Deped Order No. 09 s. 2023 or the “An Order Updating the Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End of School Year Rites”
2. Deped reiterates the following policies:
 - a. Graduation and Moving Up Ceremonies should be simple yet meaningful. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire or extraordinary avenue.
 - b. Non-academic projects articulated in DO No. 66 s. 2017, entitled “Implementing Guidelines on the Conduct of Off-Campus Activities such as attendance to field trips, film showing, JS Promenade and other school events should not impose as requirements for graduation or completion.
 - c. The formats of the certificate of completion and diploma must be in accordance with enclosure 1 pages 44 to 46 of DO No. 31 s. 2019 entitled “The Department of Education Service Marks and Visual Identity Manual”
 - d. Guidelines in the awarding of honors to learners from Grade 1 to 12 as stipulated in DO No. 36 s. 2016 entitled “Policy Guidelines on Awards and Recognition for K to 12 Basic Education Program” shall be followed.
 - e. Moving up or graduating rites shall be conducted in an appropriate solemn ceremony befitting the graduating students and their family and shall not be used as a political forum, in strict compliance with Do No. 48 s. 2018 entitled “Prohibition of Electioneering and Partisan Political Activity”.
 - f. No Deped Personnel shall be allowed to collect any kind of graduation/ moving up fee.
 - g. Casual or formal wear, or school uniform, shall remain as the recommended moving up/ graduation attire. Toga or Sablay is allowed to be worn as an additional garb.
3. Expenses relative to the Graduation and Moving Up Ceremony shall be charged against the School’s Maintenance and Other Operating Expenses (MOOE) such as:



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- a. Medals with Deped Seal (consistent with the guidelines per Deped Order No. 31 s. 2019 and Deped Order No. 21 s. 2022)
 - b. Rental of Sound System
 - c. Diploma and Certificates consistent Deped Order No. 31 s. 2019 (no separate cost for lettering of names and shall be given to recipients inside a Brown Envelope only)
 - d. Rental of Chairs
 - e. Documentary Stamp Tax (for SHS Graduates only)
 - f. Stage Decoration (eg. flowers and other supplies)
 - g. Tarpaulin Printing
 - h. Office supplies for printing of simple programs and invitations
 - i. Sablay or rental of Toga
4. Procurement of the above shall be in accordance with RA 9184 and payment shall be through issuance of check.
5. Wide dissemination of and strict compliance with this Memorandum is directed.



ROMEO M. ALIP, PH.D, CESO V
Schools Division Superintendent

