



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

March 3, 2025

DIVISION MEMORANDUM

No. 175 , s. 2025

**UPLOADING OF SCHEDULE FOR YEAR-END RITES
FOR SCHOOL YEAR 2024-2025**

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In accordance with **DepEd Order No. 002, s. 2024**, titled **School Calendar and Activities for School Year 2024-2025**, and **DepEd Order No. 36, s. 2016, Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program**, all schools are required to conduct year-end rites as part of the culminating activities for the academic year. These rites provide an opportunity to recognize the achievements of learners as they transition to the next level of their education.
2. In line with this, the Schools Division Office (SDO) requires all public elementary, secondary, and integrated schools to upload their respective schedules for the year-end rites through designated online forms to facilitate proper monitoring and coordination.
3. This memorandum aims to:
 - 3.1. Ensure proper documentation and scheduling of year-end rites in all public schools.
 - 3.2. Provide accurate and organized data for division-wide planning and monitoring.
 - 3.3. Align school activities with national policies and guidelines for smooth implementation.
 - 3.4. Allow stakeholders to effectively participate in and prepare for the ceremonies.
4. All schools must submit their year-end rites schedule by March 7, 2025 using the appropriate link based on their level of offering:
 - 4.1. **Elementary Schools:** Submit schedule for Kindergarten Completion Rites and Grade 6 Completion Rites.

<https://tinyurl.com/ElementaryYearEndRitesSched>



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4.2. **Secondary Schools:** Submit schedule for Grade 10 Completion Rites and Grade 12 Graduation Rites, if applicable.

<https://tinyurl.com/SecondaryYearEndRitesSched>




4.3. **Integrated Schools:** Submit schedule for Kindergarten Completion Rites, Grade 6 Completion Rites, Grade 10 Completion Rites if applicable, and Grade 12 Graduation Rites, if applicable.

<https://tinyurl.com/IntegratedYearEndRitesSched>



5. Schools must ensure accuracy in submitting their schedules to prevent conflicts and miscommunication.
6. Graduation and completion rites should align with the themes and guidelines issued by DepEd Central Office.
7. Any changes to the submitted schedules must be immediately reported to Dr. JANE P. VALENCIA, Education Program Supervisor, SGOD.
8. Non-compliance may result in delays in SDO-endorsed ceremonies and approvals.
9. Immediate dissemination of this Memorandum is directed.


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

Encl.: As stated

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