DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. IV-A

RELEASED

2185

By: _____ Date: _____
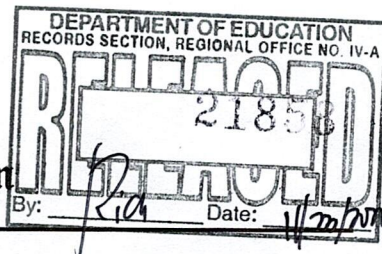
15 November 2022

Regional Memorandum

No.757 s.2022

ENHANCED REGIONAL GUIDELINES ON THE PROCESSING OF SPECIAL ORDER (SO) APPLICATIONS

To   **Schools Division Superintendents**

1. Pursuant to the provisions stated to DepEd Order No. 10 s. 2018 pertaining to the issuance of special order to private schools, this Office through the Quality Assurance Division (QAD) releases the Enhanced Regional Guidelines on the Processing of Special Order (SO) Applications which shall take effect immediately.

2. These regional guidelines aim to efficiently provide services to the private schools offering SHS and applying for special order.

3. Please refer to this google link https://tinyurl.com/SO-Enclosures for the enclosures and materials as mentioned in the guidelines.

4. For more information, you may contact any of the QAD personnel thru landline No. (02) 88682-5773 local 450 or email address qad.calabarzon@deped.gov.ph.

5. Immediate and widest dissemination of this Memorandum is enjoined.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

QAD/ell

QAD-RM-2022-757

ENHANCED REGIONAL GUIDELINES ON THE PROCESSING OF SPECIAL ORDER (SO) APPLICATIONS

1.0 Background

One of the mandates of the Department is to grant special order (SO) to all Grade 12 students. Special Order (SO) is the authority granted to the school to graduate a particular student from a specified school course on a certain date provided he has satisfied the requirements, therefore. Based on DepEd Order No. 88 s. 2010, special orders shall be required for the graduation of students from the formal secondary level in private schools. Further, as stated in DepEd Order No. 10 s. 2018 "Applications for special orders of qualified Grade 12 learners 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. This shall be processed by the RO and returned to the school through the SDO within the seven calendar days from the receipt of application". With this premise, the Regional Office released a memorandum, RM 155 s. 2019 indicating that the evaluation and validation of the documents shall be in the Schools Division Offices (SDOs) and the issuance of the Special Order (SO) shall be through the Quality Assurance Division (QAD) of the Regional Office.

Status on Special Order Application

As of October 2022, 392 private schools have granted the application for Special Order for the graduates of 2020-2021 and 2021-2022, respectively. More so, there are 810 special order applications were submitted from the 23 SDOs.

With that premise, the QAD realized the need to have a capacity building cum workshop on how this process can be delivered more efficiently and within the standards.

The evaluation and validation of documents which were done in the SDO level require a mastery of the process since it involves technical guidelines in evaluation.

2.0 Scope

These guidelines are intended for all private schools with graduates of Senior High School Program applying for the Special Order (SO).

3.0 Guidelines and Procedures

3.1 General Guidelines

3.1.1 Only those private schools offering Senior High School Program with government provisional permit may apply for Special Order.

3.1.2 Only the school's official e-mail shall be used in the submission of the application for Special Order.

3.1.3 The submission of the documents shall be submitted through the Google Form link provided. Refer to Enclosure 8.5- List of Assigned Google Link per SDO.

3.1.4 The application must be acknowledged by the QAD Personnel upon receipt.

3.1.5 The system shall be locked to ensure that private schools and the SDO counterparts adhere to the date of submission. The locking date of the system shall be based in the official school calendar. The locking date will be the opening date of the next school year.

3.2 Specific Guidelines

Private Schools Process

3.2.1 Prepare and submit the hard copy of the following documentary requirements to the SDO thru SGOD:

- Signed and Clustered Form 9
- Form 137 (Current and Previous)
- SHS Provisional Permit
- Birth Certificate (PSA/NSO)
- Summer Class Permit (for those schools which offered summer class) - Certification/Report for students with summer class
- Printed and Signed Official List of Graduate (Excel)

After receiving all the signed documents from SDO.

3.2.2 Scan the signed Form 9 and SDO attestation.

3.2.3 Accomplish the google form properly and upload the following documents:

- Clustered Form 9 (PDF file) (Encl. 8.1)
- Official List of Graduates (Excel File) (Encl. 8.2)
- SDO Attestation (PDF file) (Encl. 8.3)
- Clustered List of Graduates/SO Template (Word File) (Encl. 8.4)

3.2.4 Forward to SDO the confirmation receipt from QAD-RO.

3.3 Schools Division Office Process

After receiving the hard copy documentary requirements from the school.

3.3.1 Schedule the onsite checking of Form 9 through the created Checking Committee which may be composed of personnel from SGOD, CID and a private school representative.

3.3.2 Evaluate the documents as to its completeness and compliance. Refer to the following considerations on evaluating the documents:

a) Form 9
- Correctness of all the details such names, birthday, parents' names, LRN, last school attended, subjects, grades, number of hours indicated the Form 9.
- Duly signed by the proper authorities
- The total number of hours of the subjects taken conforms to the minimum standard set by the Department. Refer to Enclosure 7- SHS Curriculum.

b) Form 137 (Current and Previous)

- Check the previous Form 137 if the student had completed Grade 10 and the current form 137 if the school's last attended is the same as indicated in the previous form 137.

c) SHS Provisional Permit
- To ensure that the school has government provisional permit issued by DepEd.

d) Birth Certificate (PSA/NSO)
- Check if the name and birthdate indicated in the Form 9 is correct.

d) Summer Class Permit (for those schools which offered summer class) and Certification/Report, for students with summer class
- To ensure that the school has authority to conduct summer classes.

e) Printed Clustered List of Graduates (Word)

3.3.3 If all documents are complete and compliant, affix the signature.
3.3.4 Issue an attestation.
3.3.5 Return all the requirements as indicated in 3.3.2 including the signed Form 9 and attestation to the school.

3.4 Regional Office Process

3.4.1 Access and view the soft copy of the submitted Form 9 from the google drive.

3.4.2 Review the subject offerings and number of hours per course applied based on the standards.

3.4.3 Print the word file and check the correctness of names against the Form 9.

3.4.4 Transfer the checked word file to SO template; then save it to the checked SO Folder.

3.4.5 Print the SO template and generate the TeaHub barcode.

3.4.6 Affix the signature of ADAS, EPS, and Chief.

3.4.7 Forward the signed documents to ORD for approval.

3.4.8 Notify the school thru e-mail when the SO is ready for release.

4.0 Monitoring Mechanism

4.1 The google sheet shall be provided to all the SDOs to monitor the status of the application. Please refer to the following status guide:

Red	–	With Deficiencies
Yellow	–	On-Going
Green	–	Done

Blue – For Release

4.2 There will be a quarterly monitoring on the status of the SO application and shall be reported during the QAD Division Process Review (DPR).

4.3 The QAD Personnel are directed to closely monitor the status of the SO application.

5.0 Definition of Terms

5.1 School Form 9 – Learner's Progress Report Card is an individual, periodic report of a learner's academic achievement per grade level.

5.2 Senior High School (SHS) - refers to Grades 11 and 12, the last two years of the K to 12 Basic Education Program where students are required to go through a core curriculum and subjects under a track of their choice.

5.3 Special Order (SO) - is the authority granted to the school to graduate a particular student from a specified school course on a certain date provided he has satisfied the requirements.

5.4 Tracks - are specific areas of study much like college courses and they fall under four disciplines, namely, Academic, Technical-Vocational-Livelihood (TVL), Sports and Arts & Design.

5.5 Strands - the disciplines within a learning area, e.g. history, geography, economics and civics under 'social studies', each with its own associated goals for learning; domains that group the related general and specific

learning outcomes or achievement aims and objectives within a particular learning area or discipline.

5.6 Specialized subjects - are subjects that are unique to the career track or learning strand that the student chose. These are similar to the major subjects that college students take, although these are designed to be less complex than the college counterparts.

6.0 Acronyms

ADAS	Administrative Assistant
CID	Curriculum Implementation Division
DPR	Division Process Review
EPS	Education Program Supervisor
ORD	Office of the Regional Director
QAD	Quality Assurance Division
SDO	Schools Division Office
SGOD	Schools Governance and Operations Division
SHS	Senior High School
SO	Special Order
TVL	Technical-Vocational Livelihood

7.0 References

7.1 DepEd Order No. 10, s. 2018
7.2 DepEd Order No. 58, s. 2017
7.3 DepEd Order No. 21, s. 201
7.4 Department Memorandum 17, s. 2016
7.5 Regional Order No. 155, s. 2018
7.6 Department Order 88, s. 2010

8.0 Enclosures

8.1 Form 9
8.2 Official List of Graduates
8.3 SDO Attestation
8.4 Clustered List of Gradutes
8.5 SO Process Flow Chart
8.6 List of Assigned Google Link per SDO
8.7 SHS Curriculum (Refer to the google drive link as indicated in the RM)
8.8 DepEd Issuances (Refer to the google drive link as indicated in the RM)