

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

10 July 2025

Regional Memorandum
No. 526, s. 2025

**DELEGATION OF AUTHORITY TO SIGN THE SPECIAL
ORDER OF THE ELIGIBILITY FOR GRADUATION
OF GRADE 12 LEARNERS**

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents
Chiefs, CID and SGOD
School Heads of Private Schools

1. Pursuant to DepEd Order No. 10, s. 2018 or the Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation for Senior High School of Grade 12 Learners Enrolled in Private Schools which states that the *“Regional Offices are hereby authorized to issue special orders to schools that were issued with provisional permits to operate in SY 2016-2017 or prior to this school year for graduation of qualified Grade 12 Learners.”*

2. Further, Republic Act (RA) 9155, the following relevant provisions of the law are instructive and quoted hereunder:

“The Regional Director shall have authority, accountability and responsibility for planning and managing the effective and efficient use of all personnel, physical and fiscal resources of the regional office, including professional staff development and shall have the authority, accountability and responsibility for approving the establishment of public and private elementary and high schools and learning centers” (Chapter 1, Sections 7B items 7 & 8).

“The Schools Division Superintendents shall have authority, accountability and responsibility for supervising the operation of all public and private elementary, secondary and integrated schools and learning centers and performing such other functions as maybe assigned by proper authorities” (Chapter 1, Section 7C items 7 & 8).

3. Anent to the above provisions and due to geographical reasons, particularly as to the distance and the concomitant risks in travel and the substantial expenses incurred going to the Regional Office, located in Cainta, Rizal Province, this Office delegates and/or authorizes the Schools Division Superintendents (SDSs) of all Schools Division Offices to evaluate, sign and approve the Special Order of the



Eligibility for Graduation of the Grade 12 learners of the Senior High School on behalf of the Regional Director, effective SY 2025-2026.

4. The Schools Division Superintendent shall sign, as follows:

By Authority of the Regional Director:

Schools Division Superintendent

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


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

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