



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




28 July 2025

Regional Memorandum
No. 567 s. 2025

**DIGITIZATION OF THE SPECIAL ORDER APPLICATION
PROCESS FOR SENIOR HIGH SCHOOL GRADUATES**

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents
Chiefs, CID and SGOD
School Heads, Senior High School Coordinators, and Registrars

1. In reference to DepEd Order No. 16, s. 2003 titled ***Revised Guidelines on the Implementation of the Department of Education Computerization Program (DCP)***, and commitment to streamline administrative processes, ensure data accuracy, and enhance service delivery to stakeholders, this Office through the Quality Assurance Division (QAD), announces the implementation of the digitized Special Order (SO) Application Process for all Senior High School (SHS) graduates of School Year (SY) 2024-2025, effective immediately.
2. The issuance of special orders shall follow the same guidelines stipulated in DepEd Order No. 88, s. 2010, or the Revised Manual of Regulations for Private Schools in Basic Education, except for the timeline of application for special orders.
3. Applications for special orders of qualified Grade 12 learners for SY 2017-2018 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 seven calendar days from the receipt of application. For Philippine Schools Overseas (PSOs), the same timeline applies for the application and the subsequent issuance of the special order with the Bureau of Curriculum Development processing the said application.
4. For other questions and clarifications, please coordinate with the Quality Assurance Division (QAD) via qad.calabarzon@deped.gov.ph.
5. Immediate and wide dissemination of this Memorandum is enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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