



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

March 12, 2024

DIVISION MEMORANDUM

No. 80, s. 2024

**GUIDELINES FOR THE 2024 END OF SCHOOL YEAR (EOSY) RITES
IN SDO NAGA CITY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public and Private Elementary and Secondary School Heads
All Others Concerned



1. In consonance with DepEd Order No. 009, s. 2023 titled Updating of the Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End of School Year (EOSY) Rites and as stipulated in DO 22, s. 2023, entitled School Calendar and Activities for the School Year 2023-2024 as amended by DO no. 03, s. 2024, the adjusted date of the End of School Year (EOSY) shall be on **May 31, 2024, Friday**. Hence, this Office issues this Guidelines for the 2024 End of School Year Rites in SDO Naga City.

2. The conduct of the End of School Year Rites must be in accordance with the guidelines provided under issuances stipulated in the preceding provision.

3. A suggested schedule for the conduct of End of School Year Rites is enclosed in this Memorandum. The respective Public Schools District Supervisor shall monitor the EOSY Rites in their respective districts, and coordinate with the School Heads in order to avoid overlapping of schedules.

4. This Office specifically reiterates the observance of the existing policies:

- Graduation rite should be simple but meaningful affair which encourages civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire, or extraordinary venue;
- Moving Up or Closing ceremonies should be simple, involving only the learners, their parents and the school personnel;
- Non-academic projects such as attendance to field trips, film showing, junior-senior promenade and other school events should not be imposed as requirements for graduation or completion per DO No. 66, s. 2017.
- For public schools, expenses relative to the activity may be charged against the School Maintenance and Other Operating Expenses (MOOE);
- Schools are directed to adhere to "No Collection Policy". Any donation or contribution from the PTA may be accepted provided they are on VOLUNTARY basis and such shall be managed by the SPTA. No teacher or school personnel shall be involved in the collection and safekeeping of the amount contributed.
- Contribution for the annual yearbook, if any, should be on a voluntary basis.
- Maximize the Php 250.00 per graduate from MOOE (see DO 12, s. 2014) as well as the LGU-SEF subsidy of P 10,000.00 per school graduation fee assistance and P 10,000.00 per school for class memorial.

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- h. Graduation rites should be conducted, preferably inside the school campus in an appropriate solemn ceremony befitting the graduating students and their parents and shall not be used as political forum. Should there be planned Baccalaureate Masses, let these be attended on voluntary basis and with the least expenses on the part of the parents and graduating learners;
- i. Observance of DO no. 48, s. 2018 on the prohibition of electioneering and partisan political party; and
- j. All **proposals for school year end activities including the budget** must be checked by the respective **Public Schools District Supervisors (PSDS)** before submitting to the SGOD-SOCMOB section (Attn: **Mr. Arturo Armea**) **on or before April 30, 2024.**

5. The awarding of honors from Kindergarten to Grade 12 may be conducted during these end-of-school year rites and shall follow the guidelines stipulated in **DepEd Order no. 36, s. 2016** entitled *Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program*. Below is the summary of the Grade Level Awards and Special Recognition that may be given to students.

AWARD	MEDAL SPECIFICATIONS	REMARKS
1. Academic Excellence Award <ol style="list-style-type: none">a. With highest honorsb. With high honorsc. With honors	Gold Silver Bronze	General Average: 98-100 95-97 90-94
2. Leadership Award	Gold	Selection should follow the prescribed rubrics formulated by the Awards Committee (AC), thus, should not base only on academic rating.
3. Awards for Work Immersion (Grade 12)	Gold	
4. Award for Research/Innovation(Grade 12)	Gold	
5. Award for Outstanding Performance in Specific Discipline	Gold	
6. Award for Club/Organization Achievement	Plaque for the Club/Organization Certificates for each member with school logo	The Club should receive at least 90% of the prescribed criteria.
7. Special Recognition	Certificate (may showcase the actual certificates, medals, trophies, and/ or plaques	Students who: 1. Represented and/or won competitions 2. Brought honors to the school

6. **DepEd Officials** who are designated to represent the SDS in the schools during the graduation and moving -up rites shall also **serve as the Monitoring Officials during the deliberation of awards and shall likewise represent the SDS as confirming officials.** In the deliberation of awards and recognition, School Heads and the Designated Monitoring Officials are expected to perform as stated:

a. **SCHOOL HEADS:**

- i. Organize the school Awards Committee (AC) (*should have been done at the start of the school year*);
- ii. Have the rubrics for awards approved or duly noted by the concerned offices and cascaded to the parents¹;

¹ It is expected that, at the start of the school year, the rubrics are already presented to the parents.





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- iii. Orient the AC on the guidelines for awards and recognition provided by DepEd Order No. 36, s. 2017;
- iv. Coordinate with the monitoring official the schedule for the deliberation of awards;
- v. Make sure that during the deliberation of awards, the Designated Monitoring Official is present;
- vi. Submit to the respective District Office the summary of school awards and awardees using the template attached.

b. **DESIGNATED MONITORING OFFICIALS:**

- i. Monitor deliberation of awards in the assigned school using the herein enclosed Assessment Tool (encl. no. 5);
- ii. Provide technical assistance during the deliberation of awards;
- iii. Submit reports to the District Office any significant incident encountered during the deliberation (encl. nos. 3 & 4).

7. The guidelines for the diplomas include the following:

- a) School heads with the assistance of the ICT coordinator may download the sample copy/template of diploma thru this link:

<https://tinyurl.com/diploma2019>

or scan this code
(also cf. to DO 31, s. 2019)



DIPLOMA 2019

- b) The type of diploma which should be **waterproof** must be approved by the SDS;
- c) Hence, a sample copy must be submitted to the SDS office through the Record Section before its final production;
- d) Diplomas for printing must be checked by the English Supervisor;
- e) Once the content of the diploma is final, the respective PSDS shall affix their initials under the name of the SDS before the SDS signs them;
- f) As soon as the Diplomas are available (*with the initial of the respective PSDS*), these must be submitted to the SDS' office. **The deadline of submission of diplomas** with printed names of the candidates for graduation will be on **or before April 30, 2024**;
- g) Per DM No. 10, s. 2016 [sic], certificate of 'Students' Participation in Special Days of Commemoration of Local and National Heroes', must be submitted along with the diplomas;
- h) The **Diplomas** to be signed must be **alphabetically arranged by class** and **accompanied with the official list of candidates**;
- i) Upon retrieval of the signed diplomas, the school heads are directed to **submit the updated official list of learners who are able to comply with the requirements a week before graduation or moving-up rites**. Signed diplomas will be released based on the **updated official list of learners**.

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8. Expenses relative to the conduct of the **End-of School Year Rites for SY 2023-2024** shall be charged to the School Maintenance and Other Operating Expenses (MOOE) and Local Government of Naga City Special Education Fund (SEF). Below are the details.

Source Of Fund	End-of School Year Rites	Budget
MOOE	Graduation/Moving Up	250.00 per graduate/completer
NCSB-SEF	Graduation/Moving Up	10,000.00 per school
NCSB-SEF	Class Memorial	10,000.00 per school

9. Enclosed are the suggested 2024 Schedule of Graduation Rites for Public Elementary and Secondary Schools with the List of SDS' Representatives for the Graduation Rites attached as Enclosure Nos. 1 and 2. Also, templates for summary of school awards, summary of awardees, and assessment tool, sample diploma/certificate, program, backdrop, proposed budget template are attached as Enclosure Nos. 3, 4, 5, 6, 7, and 8.

10. Immediate dissemination of and strict compliance with this Memorandum is directed.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

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Enclosure No. 1 of DM ____ s. 2024

2024 SCHEDULE OF GRADUATION RITES FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS WITH THE SDS' REPRESENTATIVES

DISTRICTS	NAME OF SCHOOL	DATE OF GRADUATION / MOVING UP CEREMONIES	SDS' Representatives
NORTH D-1	1. Naga Central School I (Elementary)	May 30, am	Anna Liza F. Abuloc
	2. Naga Central School I (Kindergarten)	May 29, am	Corazon Fatima Silerio
	3. Domingo G. Abcede ES(Elementary)	May 30,pm	Ramil S. Pederio
	4. Domingo G. Abcede ES (Kindergarten)	May 29, pm	Corazon Fatima Silerio
	5. RV Maramba ES(Elementary)	May 29, pm	Ramil S. Pederio
	6. RV Maramba ES (Kindergarten)	May 29, am	Emma Naguna
NORTH D-2	7. Naga Central School II and SPED (Elem)	May 31,am	SDS Susan S. Collano CESO V
	8. Naga Central School II(Kindergarten)	May 30, am	Teresita Irma S. Dy-Cok
	9. Tinago NHS (JHS)	May 29, am	Teresita Irma S. Dy-Cok
	10. Tinago NHS (SHS)	May 30, pm	Teresita Irma S. Dy-Cok
	11. Cararayan NHS (JHS)	May 29,pm	Teresita Irma S. Dy-Cok
	12. Cararayan NHS (SHS)	May 31, pm	Teresita Irma S. Dy-Cok
NORTH D-3	13. Cam Sur NHS (SHS)	May 31, pm	ASDS Fernando C. Macaraig
	14. Cam Sur NHS (JHS)	May 30, pm	ASDS Fernando C. Macaraig
	15. Leon Q. Mercado HS (JHS)	May 30, pm	Fernando M. Carandang
	16. Leon Q. Mercado HS (SHS)	May 31, pm	Fernando M. Carandang
	17. Carolina NHS (JHS)	May 31, am	Elvin B. Monroy
	18. Carolina NHS (SHS)	May 31, pm	Elvin B. Monroy
NORTH D-4	19. Naga City School of Arts & Trade (JHS)	May 31,pm	Jobert O. Narvadez
	20. Naga City School of Arts & Trade (SHS)	May 30, pm	Jobert O. Narvadez
	21. Naga City Science HS (JHS)	May 30,pm	SDS Susan S. Collano CESO V
	22. Naga City Science HS (SHS)	May 31, pm	Mary Ann A. Papica
	23. Concepcion Pequeña NHS (JHS)	May 30, am	Mary Ann A. Papica
	24. Concepcion Pequeña NHS (SHS)	May 30, pm	Rudyard C. Balacano
	25. Calauag ES(Elementary)	May 29, pm	Mary Ann A. Papica
	26. Calauag ES(Kindergarten)	May 30, am	Jobert O. Narvadez
SOUTH D-1	27. Balatas ES (Elementary)	May 30, pm	Margerie B. Bathan
	28. Balatas ES (Kindergarten)	May 30, am	Emma B. Naguna
	29. Tinago CS(Elementary)	May 29, pm	Margerie B. Bathan
	30. Tinago CS (Kindergarten)	May 30, am	Rudyard C. Balacano
	31. JB Meliton ES (Elementary)	May 29, am	Anna Liza F. Abuloc
	32. JB Meliton ES(Kindergarten)	May 30, am	Josefina DLC. Solis
	33. Mac Mariano ES(Elementary)	May 30, pm	Josefina DLC. Solis
	34. Mac Mariano ES(Kindergarten)	May 29, am	Josefina DLC. Solis
SOUTH D-2	35. Con. Grande ES(Elementary)	May 30, pm	Michael A. del Rosario
	36. Con. Grande ES(Kindergarten)	May 30, am	Elvin B. Monroy
	37. Villa Grande ES (Elementary)	May 29, pm	Vilma C. Cueto
	38. Villa Grande ES(Kindergarten)	May 29, am	Joretze S. Carandang
	39. Del Rosario ES(Elementary)	May 29, pm	Michael A. del Rosario
	40. Del Rosario ES (Kindergarten)	May 29, am	Cesar T. Arriola
	41. Del Rosario HS (JHS)	May 30, am	Cesar T. Arriola
	42. Del Rosario HS (SHS)	May 30, pm	Joretze S. Carandang
	43. Villa Corazon ES(Elementary)	May 30, pm	Rhea SB. Samino
	44. Villa Corazon ES (Kindergarten)	May 30, am	Joretze S. Carandang
EAST D-1	45. San Rafael ES(Elementary)	May 29, pm	Cesar T. Arriola
	46. San Rafael ES(Kindergarten)	May 29, am	Rudyard C. Balacano
	47. Don Manuel IAES (Elementary)	May 29, pm	Benedik Warren R. Ubante
	48. Don Manuel IAES (Kindergarten)	May 29, am	Michael A. del Rosario

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DISTRICTS	NAME OF SCHOOL	DATE OF GRADUATION / MOVING UP CEREMONIES	SDS' Representatives
	49. Pacol ES(Elementary)	May 30, pm	Herman E. Bobis
	50. Pacol ES (Kindergarten)	May 30, am	Herman E. Bobis
	51. San Isidro ES(Elementary)	May 31, pm	Herman E. Bobis
	52. San Isidro ES (Kindergarten)	May 30, am	Rhea SB. Samino
	53. San Isidro NHS (JHS)	May 30, am	Benedik Warren R. Ubante
EAST D-2	54. Grand View ES(Elementary)	May 29, pm	Noel Balares
	55. Grand View ES (Kindergarten)	May 30, am	Jarne Taumatorgo
	56. Panicuason ES(Elementary)	May 30, pm	Gina B. Bobis
	57. Panicuason ES(Kindergarten)	May 30, am	Gina B. Bobis
	58. Carolina ES (Elementary)	May 30, pm	Jarne Taumatorgo
	59. Carolina ES (Kindergarten)	May 29, am	Noel Balares
	60. Morada-Ramos ES(Elementary)	May 30, am	Noel Balares
	61. Morada-Ramos ES (Kindergarten)	May 30, am	Vilma C. Cueto
	62. Teodora-Moscoso ES(Elementary)	May 30, am	Joseph condeno
	63. Teodora-Moscoso ES(Kindergarten)	May 30, am	Maria Teresita Rentoy
	64. Yabu ES (Elementary)	May 29, pm	Gina B. Bobis
	65. Yabu ES (Kindergarten)	May 29, am	Gina B. Bobis
WEST D-1	66. Mabolo ES(Elementary)	May 29, pm	Dante R. Santelices
	67. Mabolo ES(Kindergarten)	May 29, am	Dante R. Santelices
	68. Tabuco CS (Elementary)	May 30, pm	Dante R. Santelices
	69. Tabuco CS (Kindergarten)	May 30, am	Mary Ann B. Rosauro
	70. Triangulo ES(Elementary)	May 30, pm	Mary Ann B. Rosauro
	71. Triangulo ES (Kindergarten)	May 29, am	Rhea SB. Samino
	72. Sta. Cruz NHS (JHS)	May 29, pm	Fernando C. Macaraig
WEST D-2	73. Sabang ES(Elementary)	May 31, pm	Joseph Condono
	74. Sabang ES(Kindergarten)	May 31, am	Vilma C. Cueto
	75. Jose Rizal ES(Elementary)	May 31, pm	Emelyn A. Brofas
	76. Jose Rizal ES (Kindergarten)	May 31, am	Joseph Condono
	77. Sta. Cruz ES(Elementary)	May 29, pm	Emelyn A. Brofas
	78. Sta. Cruz ES (Kindergarten)	May 29, am	Maria Teresita Rentoy
ALS	79. ALS SHS	May 29, am	Susan S. Collano CESO V
	80. ALS ES	May 31, pm	Anna Liza Abuloc
	81. ALS JHS	May 31, pm	Anna Liza Abuloc

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Enclosure No. 2 of DM ____ s. 2024

2023 LIST OF SDS REPRESENTATIVES FOR GRADUATION RITES IN THE PRIVATE SCHOOLS

The table below includes the Kinder, Elementary, Junior and Senior High School. The Respective School Heads are expected to coordinate with their respective PSDS.

School	PSDS Concerned/SDS' representatives
1. Dolores H. Sison Colleges, Inc.	Ramil S. Pederio PhD PSDS, North District I
2. Gracian Montessori, Inc. /American School of English, Math and Science Inc. (ASEMS)	
3. Kiddos Valley Educational Center	
4. Marian Formation Center-Peñafrancia	
5. Naga City Montessori, Inc. -San Felipe	
6. Ateneo de Naga University Senior HS Main Campus	
7. Minds That Matter Tutorial and Learning Center School, Penafrancia	
8. Camacop Naga Learning Center	Teresita Irma S. Dy-Cok PhD North District II
9. Cherubs of St. John Educational Center - Dayangdang	
10. Joseph Gualandi School for Hearing Impaired -Balatas	
11. Nazarene Kindergarten Learning Center - Ateneo Ave.	
12. Minds That Matter Tutorial and Learning Center School at Jacob Street, Liboton and Jacob, Naga City	
13. Bicol State College of Applied Science and Technology (BISCAST)	
14. Logicz Computer Training Center, Inc.- Dayangdang	Fernando M. Carandang PSDS, North District III
15. Ama Computer College Naga City, Inc.- Panganiban	
16. AMA Computer Learning Center of Naga (E-Mall)	
17. Archangel Saint Michael Academy, Inc. - Panganiban	
18. Global Site for I.T. Studies -Abella	
19. Universidad De Sta. Isabel - Barlin	
20. Blessed Lights International Christian Academy	Mary Ann A. Papica EdD PSDS, North District IV
21. Cambridge Children's Learning and Development, Inc.	
22. Mariners Polytechnic Colleges Foundation	
23. Naga Hope Christian School, Inc.	
24. St. Joseph School	
25. Mary Nymph Montessori School , Calauag	
26. Arborvitae Plains Montessori. Inc. Main Campus	Margerie B. Bathen PSDS, South District I
27. Ateneo Child Learning Center	
28. Holy Rosary Minor Seminary	
29. Jumels Learning Center	
30. Naga Parochial School	

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School	PSDS Concerned/SDS' representatives
31. Bicol Central Academy	Joretze S. Carandang PhD PSDS, South District II
32. Minds That Matter and Learning Center – Con. Grande	
33. Naga Seventh Day Adventist Elementary School, Inc.	
34. Brentwood College of Asia International School, Inc.	Dante R. Santelices EdD PSDS, West District I
35. Computer Communication Development Institute, Inc.	
36. Mountview College Inc.	
37. Marian Formation Center -Mabolo	
38. StI College Naga	
39. The Mary Bree Village Montessori Inc.	Emelyn A. Brofas PSDS, West District II
40. Little Flower and Nursery Kindergarten	
41. Minds That Matter Tutorial and Learning Center – P.Diaz, Sta, Cruz	
42. Maranatha Christian Academy of Naga	
43. Sta. Rafaela Maria School of Naga City, Inc.	
44. University of Nueva Caceres	Benedik Warren R. Ubante PSDS, East District I
45. Marian Formation Center – Basilica	
46. Missionaries of The Poor, Inc.	
47. Montessori Children House of Learning, Inc. – Dayangdang	
48. Naga College Foundation, Inc. - Penafrancia	
49. Naga City Montessori School, Inc.- Mayon Ave.	Gina B. Bobis PhD PSDS, East District II
50. WRI Colleges -Metro Naga Inc.	
51. Ateneo De Naga University ES and JHS – Pacol	
52. Compassionate Franciscan Sisters of the Poor Inc.	
53. Marian Formation Center – Pacol	
54. Naga View Adventist College Inc.	
55. Camarines sur International School (CSIS) Inc.	
56. Children's Educational Center	

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Enclosure no. 3 of Division Memorandum No. ____ s.2024

SUMMARY OF SCHOOL AWARDS

(ELEMENTARY/SECONDARY)

Date: _____

School: _____

Principal: _____

No. of Grade Level Awards	G 1	G 2	G 3	G 4	G 5	G 6	Total
1. Academic Excellence Award							
a. With highest honors							
b. With high honors							
c. With honors							
2. Leadership Award							
3. Award for Outstanding Performance in Specific Discipline							
4. Award for Club/Organization Achievement							
5. Special Recognition							
No. of Grade Level Awards	G 7	G 8	G 9	G 10	G 11	G 12	Total
1. Academic Excellence Award							
d. With highest honors							
e. With high honors							
f. With honors							
2. Leadership Award							
3. Awards for Work Immersion (Grade 12)							
4. Award for Research/Innovation (Grade 12)							
5. Award for Outstanding Performance in Specific Discipline							
6. Award for Club/Organization Achievement							
7. Special Recognition							

Comments/ Suggestions for the improvement of the deliberations.

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Enclosure no. 4 of Division Memorandum No. ____ s.2024

SUMMARY OF AWARDEES
(ELEMENTARY/SECONDARY)

Date: _____

School: _____

Principal: _____

GRADE LEVEL	No. of Awardees			SPED Awardees			GRAND TOTAL
	MALE	FEMALE	Total	MALE	FEMALE	Total	
Kindergarten							
G1							
G2							
G3							
G4							
G5							
G6							
G7							
G8							
G9							
G10							
G11							
G12							
TOTAL							
Remarks:							

Signature Over Printed Name of School Head

Signature Over Printed Name of the Monitoring Official

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Enclosure no. 5 of Division Memorandum No. ____ s.2024

ASSESSMENT TOOL
FOR THE DELIBERATION OF AWARDS AND RECOGNITION
(ELEMENTARY/SECONDARY)

INDICATORS	Please Check		REMARKS
	EVIDENT	NOT EVIDENT	
1. Established the processes of and timeliness in accepting nominations and determining qualifiers for grade level awards			
2. Formulated rubrics specific to the grade level awards			
3. Communicated to the school community, parents, and other stakeholders the process involved in giving awards			
4. Verified the authenticity of documents submitted			
5. Deliberated on the qualifications of the candidates for the awards based on the rubrics and the documents submitted			
6. Recommended to the school head or principal the result of evaluation for approval.			
7. Communicated to the school community, parents, and other stakeholders involved in the results of the evaluation			
8. Recommended to the school head or principal the resolution on any related issue that may arise from the results of the awards			
9. Ensured that the guidelines stipulated in DepEd Order No. 36, s. 2016 are followed.			
10. Adapted the guidelines in the DO. 63, s. 2011 for the certificates, medals, and/or plaques from the school, bearing the official seal of the Department of Education			
11. Followed the prescribed specifications for the certificates and medals which shall uphold the prestige of the awards			
12. Regulated the medals donated by private stakeholders			

Assessed by:

Signature over Printed Name of the Monitoring Official

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Enclosure No. 6 of DM ____ s. 2024

SAMPLE PROGRAM FOR GRADUATION/MOVING UP CEREMONIES

49th GRADUATION EXERCISES/MOVING UP CEREMONIES

School Year 2023-2024

I.	Processional	The Graduating Class, Parents, Faculty, School Principal, and Guests
II.	Entrance of Colors	School Band, Drum, and Lyre Corps or BSP/GSP (<i>With Marching Music-Sound System</i>)
III.	Philippine National Anthem	
IV.	Invocation	
V.	Welcome Remarks	Faculty President/Grade Chairman
VI.	Valedictory Address	Top 1 Student
VII.	Presentation of Candidates For Graduation/Completion	Principal (Protocol)
VIII.	Confirmation of the Graduates (Completers for Moving Up)	SUSAN S. COLLANO CESO V Schools Division Superintendent Or her Representative JUAN DELA CRUZ (<i>sample only</i>) Education Program Supervisor, Values Education
IX.	Introduction of the Guest Speaker	Principal (Protocol)
X.	Message	Invited Guest Speaker (<i>Preferably an alumnus</i>)
XI.	Awarding of Honors And Special Awards	SDS/Representative, Guest Speaker, Principal, Teachers, and Parents
XII.	Distribution of Certificates	SDS/Representative to be assisted by the principal
XIII.	Pledge of Loyalty	Batch President or any batch representative
XIV.	Graduation Song	The Graduates
XV.	Closing Remarks	The School Principal
XVI.	Recessional	The Guests, School Principal, Faculty, and Graduates

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Enclosure No. 7 of DM ____ s. 2024

SAMPLE TEXTS FOR STAGE BACKDROP



SAN ISIDRO ELEMENTARY SCHOOL
49TH GRADUATION EXERCISES

Theme:

Gradweyt ng K to 12: Hinubog ng Matatag na Edukasyon
(K to 12 Graduates : Molded through a Resilient Educational Foundation)



School
Logo

ENGR. JUAN P. DELA CRUZ
Engineer III, Naga City Engineering Office
Guest Speaker

May 31, 2024

See DO 31, s. 2019

24020348
14 MAR 2024

DM 31, s. 2019 DM Rev. 01



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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Enclosure No. 8 of DM ___ s. 2024

School : _____
No. of Graduates : _____
Grade Level : _____

PROPOSED BUDGET FOR 2024 GRADUATION EXERCISES

Source of Fund – School MOOE				Source of Fund - NCSB-SEF			
Item	Quantity	Price	Total	Item	Quantity	Price	Total
1.							
2.							
3.							
Total				Total			

School : _____
No. of Completers : _____
Grade Level : _____

**PROPOSED BUDGET FOR 2024 MOVING-UP CEREMONY / CLASS
MEMORIAL**

Moving-Up Ceremony Source of Fund - MOOE				Class Memorial Source of Fund - NCSB-SEF			
Item	Quantity	Price	Total	Item	Quantity	Price	Total
1.							
2.							
3.							
Total				Total			

Prepared by:

School Head

Recommending Approval

PSDS – District

Approved:

SUSAN S. COLLANO CESO V
Schools Division Superintendent

Reviewed by:

Joseph M. Condano
SEPS- HRD

HON. NELSON S. LEGACION
Mayor

24020348
14 MAR 2024