



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

March 19, 2025

DIVISION MEMORANDUM

No. 03-099, 2025

**SY 2024-25 GRADUATION RITES PROGRAM FLOW AND ASSIGNMENT OF
SDS's REPRESENTATIVES FOR CHECKING OF EOSY REPORTS, COMPLETION,
AND GRADUATION RITES**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
CID, and SGOD Personnel
OSDS Unit Heads
Elementary and Secondary School Heads and Teachers
All concerned
This Division

1. In view of the SY 2024-25 Graduation Rites in Public Elementary and Secondary schools which will held on April 14-15, 2025, this office issues guidelines and reminders on the conduct of SY 2024-25 Graduation Rites Program Flow and Assignment of SDS's Representatives for the Checking of EOSY Reports, Completion and Graduation Rites.
2. To maintain the dignity and solemnity of the occasion, the herein program flow shall be observed.
 - I. Processional - Learners & Parents, Faculty & Staff, and Guests (**to provide ample time for all the graduating class with their parents to march all the way to the stage, processional march must be done ahead of the actual program*)
 - II- Entrance of Colors
 - III. Philippine National Anthem (** if the musical accompaniment has words and lyrics, conductor is no longer required*)
 - IV. Doxology
 - V. Siargao Hymn
 - VI. Municipal Hymn
 - VII. Welcome Remarks- 2nd With Highest Honors (**strictly 150 words only and should not sound like a message of gratitude*)
 - VIII. Introduction of the Guest Speaker & Message (**preferably alumni of the school to be introduced by the School Head*)
 - IX. Presentation of the Candidates for Graduation
 - XI. Recommendation of the Candidates for Graduation
 - XII. Confirmation of the Graduates
 - XIII. Distribution of the Certificates and Awarding of Honors (**Honor pupils/learners with their parents will stay in the aisle during the awarding ceremony especially for Central and Secondary schools*)
 - XIV. SDS's Graduation Message
 - XV. Words of Gratitude - 1st With Highest Honors



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- XVI. Pledge of Loyalty - 3rd With Highest Honors
XVII. Graduation Song – (**only one graduation song*)
XVIII. Recessional March (*Guests, Faculty and Staff, Graduates*)

**Note: Program host must refrain from using highfalutin words. Avoid unnecessary descriptive words while addressing or introducing guests and visitors.*

3. The table below provides the list of CID and SGOD Personnel and their respective assignments for the Checking of EOSY Reports, Completion Rites, and Graduation Rites, viz:

District	EPS/Chiefs	Select SDO Personnel
Burgos	Florangel S. Arcadio, EdD	Carlo Borris G. Oraliza
Dapa East	Gemna G. Pobe, EdD, DPA	John Eric A. Jabines
Dapa West	Luz Sandra R. Fernandez	Ferosana D. Tesiorna
GL	Marites T. Penera, PhD	Louwyn E. Gubaton Catherine B. Landao
Numancia East	Aniesol C. Lasala	Racquel T. Gemparo
Numancia West	Neniel E. Dumanjog, PhEdD	Louella B. Espanto
Pilar	Joselito T. Tokong	Christine C. Dulguime
San Benito	Fernando A. Dones, Jr.	Reiner S. Oraliza
San Isidro	Relyn D. Raza, PhD	Reggy C. Asupre
Sapao	Elias G. Brina, PhD	Aquino D. Garcia
Socorro East	Randy A. Rudela	Marissa L. Cuaresma
Socorro West	Harem L. Taruc, PhD	Isagani B. Calidguid

4. For guidance and compliance.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: None

Reference: None

To be indicated in the Perpetual Index under the following subjects:

EOSY Graduation Rites Program flow

CID/fadones

03/19/25