




Republic of the Philippines  
Department of Education  
Region XI  
**CITY SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

Office of the City Schools Division  
Superintendent

Tel. No. (082) 553-8375; 553-8376; 553-8396

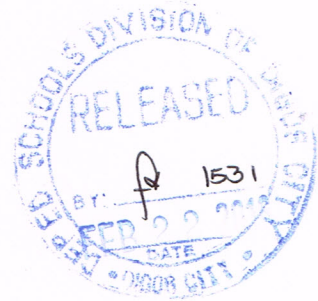
Division Memorandum No. 098, s. 2016

TO : CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads

FROM :   
DEE D. SILVA, DPA  
Assistant Schools Division Superintendent  
Officer-In-Charge

SUBJECT : Timelines to Observe in Connection with the Conduct of  
Commencement Exercises

DATE : February 22, 2016



1. The field is hereby advised to refer to the timelines below in connection with the conduct of Commencement Exercises:

DATE/ TIME FRAME	ACTIVITY	REMARKS
March 3-4, 2016	Fourth/Final Examinations for Grades 6 and 10	Basis: DepED Order No. 9, s. 2015 - School Calendar for School Year 2015-2016
March 4, 2016; 2:00 P.M.	Meeting of PSDS & EPS for Forms Checking	Venue: Division Office Conference Hall
March 9-14, 2016	Checking of Required DepED Forms for Graduation/ Recognition Exercises	Checkers are enumerated below.
Not later than 15 days before the Recognition/ Commencement Rites	Announcement of Honor Pupils and Students	Basis for Ranking/Announcement: DepEd Order No. 23, s. 2012/ DepEd Order No. 92, s. 2009
March 31- April 1, 2016	Holding of Commencement Exercises	To be scheduled by Focal PSDS
March 11, 2016	Submission of Schedule of Commencement Exercises by District	To be submitted by Focal PSDS

2. The DepEd Forms to be checked are as follows: School Forms 5 (FS 5), School Form 6 (SF 6), Form 137-E, Form 138-E, School Form 1 (School Register), and Forms for Ranking of Honors.

3. The DepED Forms Checkers per District are listed hereunder:

School/District	Chairman	Members
Digos City National HS	Emmanuel Hugo	Beverly Daugdaug
		Ida Juezan
		Ferna Renera Alde
		Analiza Almazan
Digos Oriental District	Sollie Oliver	Patriotiso Peñas
		Cherry Rosette Oliva
		Marilyn Jairal
		Valeriano delos Reyes
Digos Occidental District	Joan Niones	Imelda Cardines
		Zenaida Guya
		Helen Casimiro
		Rosalinda Adlaon
		Ronilyn Nieves
Mt. Apo District	Luzminda Jasmin	Vicente Laburada, Jr.
		Maryglor Tabanao
		Elsie Dagoy
		Arlene Barba
		Grace Presto

4. It is reiterated that provisions in DepEd Order No. 7, s. 2016 RE: *School Year (SY) 2015-2016 End of School Year Rites* shall strictly be adhered to.
5. For guidance and compliance.