



Republic of the Philippines  
**Department of Education**  
REGION X  
**DIVISION OF CAGAYAN DE ORO CITY**

- To avoid crowding, school heads shall arrange the number of examinees. The number of examinees shall be 10 – 20 in a room. If the number of rooms are not enough for the scheduled grade level, other rooms can be utilized. Teachers from other grade levels shall be used as examiners/proctors.
  - After the 4<sup>th</sup> Quarter Examinations have been taken, any further school requirements shall as far as practicable be done as home-based assignments. Learning Activity Sheets shall be given for the remaining competencies. Any compelling need to come to school shall observe all applicable COVID-19 precautions.
  - School heads are given the discretion to schedule the Moving Up and Recognition rites between April 13-17, 2020 provided that such activities are not in conflict with the Completion and Graduation Rites which also fall within the said week. The conduct of these activities should be classroom-based. All applicable guidelines issued by the Department of Health (DOH) on mass gatherings along with the DepEd Task Force's First to Fifth Set of Policy Directives (D.M. No. 15, 21, 23, 31, 34 s. 2020) should be given consideration.
  - The preferred date of the Moving Up and Recognition Rites schedule (between April 13 – 17) should be properly communicated by the school head through announcements and posting on bulletin boards, school gate and other conspicuous places.
2. Further, all school heads are directed to review the program flow during graduation ceremonies and inform invited guest/guest speaker to limit the length of their speech.
  3. Only the Recessional March shall be conducted as the concluding part of the graduation rites. Processional March is highly discouraged.
  4. Report Cards, Certificate of Good Moral Character and other relevant documents shall be released to all learners on the scheduled Moving Up/Recognition/Completion/Graduation dates.
  5. Attached is the Modified Schedule of the Completion and Graduation Ceremonies for Elementary, Junior High School and Senior High School.
  6. Private schools in the basic education level are highly encouraged to adopt the above guidelines for the remaining period of the school year.
  7. For widest dissemination and strict compliance.





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Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. 189 s. 2020

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT  
 CAGAYAN DE ORO CITY  
**RELEASED**  
 DATE: MAR 11 2020  
 BY: [Signature]

TO : Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary & Secondary School Heads  
 Public Elementary & Secondary Teachers  
 This Division

FROM : **CHERRY MAE L. LIMBACO**  
 Schools Division Superintendent

SUBJECT : **CHANGES OF MOVING UP, COMPLETION, GRADUATION CEREMONIES AND OTHER ADDITIONAL GUIDELINES IN COMPLIANCE TO DEPED'S SOCIAL DISTANCING MEASURES FOR REMAINDER OF SCHOOL YEAR**

DATE : March 12, 2020

1. In compliance with the Official Statement released by the Department on March 10, 2020, the field is hereby informed of the following directives adopted by the DepEd Executive Committee:

- All teachers shall use the next three days (March 11 to 13) for any 4<sup>TH</sup> Quarter Examinations already scheduled, or to catch up with all remaining class requirements.
- All remaining 4<sup>th</sup> Quarter Examinations will be scheduled on March 16 – 20, 2020 on staggered basis. Hence, learners shall come to school next week only on the day of their respective examination specified below:

March 16, 2020 – Grade 1, Grade 7  
 March 17, 2020 – Grade 2, Grade 8  
 March 18, 2020 – Grade 3, Grade 9  
 March 19, 2020 – Grade 4, Grade 11  
 March 20, 2020 – Grade 5

*\*Note: Schedule of the Post Test (Division Achievement Test) may be determined by the school head along these dates*



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