



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 20 2024

MEMORANDUM
No. 150, s. 2024

**CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM
END-OF-SCHOOL-YEAR RITES FOR THE SCHOOL YEAR 2023-2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Attached is DepEd Memorandum No. 023, s. 2024, on the above-captioned title, stipulating certain provisions to be followed in the conduct of the **End-of-School-Year (EOSY) Rites for SY 2023-2024**, from May 29 to 31, 2024, focusing on the theme, *"Kabataang Pilipino Para sa Matatag na Kinabukasan ng Bagong Pilipinas."*
2. The said issuance reiterates the provisions of DepEd Order No. 009, s. 2023, Updating Implementing Guidelines on the Annual Conduct of the K to 12 Basic Education Program End-of-School Year Rites. All public elementary and secondary schools are enjoined to ensure that the said order is strictly followed. Private schools have the discretion to adopt the provisions of the said DO as a basis in the conduct of their Moving-up or Graduation Ceremonies.
3. Please refer to the following enclosures of this Memorandum, for guidance.
 - a. *Enclosure 1* – Division Reminders on the Conduct of the K to 12 Basic Education Program End-of-School Year Rites for SY 2023-2024
 - b. *Enclosure 2* – Division Committees for the End-of-School Year Rites
 - c. *Enclosure 3* – Schedule of the Conduct of the End-of-School Year Rites
 - d. *Enclosure 4* – Prescribed Program Flow for the Graduation Ceremonies
4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES, CESO VI
Assistant Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:
GRADUATION LEARNERS SCHOOLS

MRAO/Memo – END-OF-SCHOOL-YEAR RITES FOR THE SCHOOL YEAR 2023-2024

150 May 13, 2024

NUM-2024-150



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
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**Division Reminders on the Conduct of the K to 12 Basic Education
Program End-of-School Year Rites for SY 2023-2024**

1. Excessive spending, extravagant attire, and extraordinary venue are discouraged for the conduct of the EOSY Rites. Considering the high heat index during this season, the use of *sablay* or graduation sash is advised instead of *toga*. Likewise, the EOSY Rites shall be held in covered or indoor venues with proper ventilation.
2. Expenses to be incurred by the schools, relative to the conduct of the said activity shall be charged to the schools' Maintenance and Other Operating Expenses (MOOE), subject to the usual accounting and auditing rules and regulations. No DepEd official or personnel shall be allowed to solicit or collect graduation fees or any kind of monetary contribution for the Graduation and Moving-Up Ceremonies.
3. All schools must ensure that the EOSY rites are conducted in a solemn and dignified manner, and shall not be used as a political forum, in strict adherence to DepEd Order No. 48, s. 2018 – *Prohibition of Electioneering and Partisan Political Activity*. Moreover, all premises must be clear from any promotional booths or materials to preserve the formality of the event without any distractions or commercial activities.
4. DepEd Order No. 36, s. 2016 – Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program remains in force and in effect, except for any provision that is inconsistent with DepEd Order No. 009, s. 2023. Non-academic projects, as indicated in DO 66, s. 2017, shall not be imposed as graduation or completion requirements.
5. Please refer to Enclosure 1, pages 44-46 of DepEd Order No. 31, s. 2019 – *The Department of Education Service Marks and Visual Identity Manual*, relative to the format of the Certificates of Completion (*Katunayan*) for Kindergarten to Junior High School and Diploma (*Katibayan*) for Senior High School.
6. For related services rendered on weekends, teaching and non-teaching personnel shall be entitled to Service Credits or Compensatory Time-Off (CTO), in accordance with Civil Service and DBM Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered* or DO 53, s. 2003 on *Updated Guidelines on Grant of Vacation Service Credits to Teachers*.

Division Committees for the End-of-School Year Rites

May 29 to 31, 2024

Committees	Terms of Reference	In-Charge	Position/Designation/
Accommodation & Venue (Sports Complex)	Coordination on the use of sports complex, chairs, sound system, lights and signage	Ms. Cecilia Teresa Claudel Ms. Ma. Regaele Olarte	EPSP-II, SocMoN (SGOD) OIC-Chief / EPS (SGOD)
Security, Peace and Order (Sports Complex)	Coordination with POSO, CSO, PNP, etc.	Mr. Eduardo Kondo Engr. Renante Tejada Ms. Ma. Regaele Olarte	PDO-II – DRRM Division Engineer OIC-Chief / EPS (SGOD)
Program	Program flow, dry run, actual program, and coordination with the assigned schools	Dr. Mark Joseph Fernandez and ALL PSDS Ms. Madeline Ann Diaz	PSDS CID Chief (CID)
Logistics Sourcing of Medals	Supply, transportation, & logistical support Request to City	Ms. Noemi Valdez	Admin. Officer V
Documentation	Photos and narratives	Ms. Alyssa Aventurado	PSDS (CID)
Medical Team	First aid, coordination with school nurses, health and safety of attendees	Ms. Teresa Indap Ms. Maripaz Lavin Dr. May Ayudtud Dr. Maricel Subida Ms. Analyn Mangussad Ms Amor Cascalla (on rotation)	Division Nurses & Dentists (SGOD)
Technical Support (Sports Complex)	Assistance on IT matters and other relevant technical concerns	Ms. May Borjal	Division ITO (OSDS)
Stage Decoration (Sports Complex)	Coordination with the assigned school to decorate the stage	Mr. King Solidini Torres Ms. Ivy Romano Ms. Ma. Regaele Olarte ALL School Heads who will use the Sports Complex	PDO I, YFD SEPS, HRD OIC-Chief / EPS (SGOD)
Monitoring and Evaluation	Preparation of the monitoring tool, M&E of the program	Dr. Zoren Gubalane Ms. Chelo Rongavilla Ms. Ma. Regaele Olarte ALL PSDS	SEPS, SMME EPSP-II, SMME OIC-Chief/EPS (SGOD) PSDS (CID)
Data Capture	Number of completers/ graduates, and other EOSY-related data	Ms. Phoebe Arroyo Mr. Joseph Nilo	SEPS, P&R Planning Officer III (SGOD)
Memorandum	Internal guidelines, list of committees, and schedule	Dr. Violeta M. Gonzales CESO VI Ms. Ma. Regaele Olarte	ASDS OIC-Chief / EPS (SGOD)

Schedule of the SY 2023-2024 EOSY Rites
Theme: Kabataang Pilipino Para sa Matatag na Kinabukasan ng Bagong Pilipinas

DAY 1

Date	School	No. of Graduates	Time	Venue	PSDS In-charge	EPS Attendee
May 29, 2024	Muntinlupa Science High School	Completer -218 Graduates-322	6:00 AM	Sports Complex	Ms. Clarisa C. Avila	Dr. Armida S. Oblinada
May 29, 2024	Tunasan National High School-JHS	1,593	6:30 AM	School	Ms. Alyssa V. Aventurado	Dr. John Albert B. Colle
May 29, 2024	Buli Elementary	220	6:00 AM	School	Dr. Mark Joseph C. Fernandez	Ms. Mariel Eugene L. Luna
May 29, 2024	Muntinlupa National High School-SHS	2392	6:00 AM	School	Dr. Eric F. Fungo	Mr. Lambert G. Quesada
	Muntinlupa National High School-JHS	1175	3:00 PM	School	Dr. Mark Joseph C. Fernandez	Ms. Mariel Eugene L. Luna
May 29, 2024	Sucat Elementary School-Main	447	7:00 AM	School	Dr. Yaledegler C. Maligaya	Dr. Leonaida Guttierrez
May 29, 2024	Bayanan School Unit 1	425	6:00 AM	School	Dr. Ma. Theresa C. Dela Rosa	Dr. Lilirosa B. Palce
May 29, 2024	Muntinlupa Business High School-Annex	757	4:00 PM	Sucat Elementary School	Ms. Alyssa V. Aventurado	Dr. John Albert B. Colle
May 29, 2024	Alabang Elementary School-Main	800	9:30 AM	Sports Complex	Dr. Ma. Myra E. Namit	Dr. Gina U. Urquia
May 29, 2024	Muntinlupa Business High School-Main	Completers -744	4:00 PM	Sports Complex	Dr. Mark Joseph C. Fernandez	Ms. Mariel Eugene L. Luna

DAY 2

Date	School	No. of Graduates	Time	Venue	PSDS In-charge	EPS Attendee
May 30, 2024	Filinvest Alabang Elementary School	136	6:00 AM	Sports Complex	Dr. Ma. Theresa C. Dela Rosa	Dr. Lilirosa B. Palce
	Cupang Elementary School -Annex	97			Dr. Ma. Theresa C. Dela Rosa	Dr. Lilirosa B. Palce
	Sucat Elementary Annex Zone 3-4	185			Dr. Yaledegler C. Maligaya	Dr. Leonaida Guttierrez
	Bagong Silang Elementary School	215			Dr. Evangeline M. Aman	Mr. Edison C. Enerlas
May 30, 2024	Victoria Homes Elementary School	336	7:00 AM	School Covered Court	Ms. Clarisa C. Avila	Dr. Armida S. Oblinada
May 30, 2024	F. De Mesa Elementary School	259	7:00 AM	School	Ms. Ada Trinidad A. Tagle	Dr. Marissa M. Andanza
May 30, 2024	Poblacion National High School	Completers -672	8:00 AM	South Vill 3 Covered Court	Dr. Mark Joseph C. Fernandez	Ms. Mariel Eugene L. Luna
May 30, 2024	Itaas Elementary School	456	5:00 PM	School	Dr. Ma. Myra E. Namit	Dr. Gina U. Urquia
May 30, 2024	Putatan Elementary School	390	9:30 AM	Sports Complex	Ms. Ada Trinidad A. Tagle	Dr. Marissa M. Andanza
May 30, 2024	Tunasan Elementary	424			Dr. Ma. Myra E. Namit	Dr. Gina U. Urquia
May 30, 2024	Lakeview Integrated School (Junior HS)	517	1:00 PM	Sports Complex	Ms. Alyssa V. Aventurado	Dr. John Albert B. Colle
	Lakeview Integrated School (Senior HS)	245			Dr. Jay Boy E. Evano	Dr. Ma. Carmen D. Solayao
May 30, 2024	Soldiers Hills Elementary School	308	4:00 PM	Sports Complex	Ms. Ada Trinidad A. Tagle	Dr. Marissa M. Andanza
May 30, 2024	Lakeview Integrated School (Elementary)	359			Ms. Alyssa V. Aventurado	Dr. John Albert B. Colle

DAY 3

Date	School	No. of Graduates	Time	Venue	PSDS In-charge	EPS Attendee
May 31, 2024	Cupang Senior High School	918	6:00 AM	Sports Complex	Dr. Jay Boy E. Evano	Dr. Ma. Carmen D. Solayao
May 31, 2024	Tunasan National High School-SHS	1,269	6:30 AM	School	Dr. Eric F. Fungo	Mr. Lambert G. Quesada
May 31, 2024	Bayanan Elementary School-Main	521	6:00 AM	School	Dr. Evangeline M. Aman	Mr. Edison C. Enerlas
May 31, 2024	Cupang Elementary School	513	6:00 AM	School	Dr. Yaledegler C. Maligaya	Dr. Leonaida Guttierrez
May 31, 2024	Pedro E. Diaz High School	1,001	8:00 AM	School	Dr. Evangeline M. Aman	Mr. Edison C. Enerlas
May 31, 2024	Poblacion Elementary School	779	9:00 AM	Sports Complex	Ms. Clarisa C. Avila	Dr. Armida S. Oblinada
May 31, 2024	Muntinlupa Elementary School	746	4:00 PM	Sports Complex	Dr. Ma. Myra E. Namit	Dr. Gina U. Urquia
May 31, 2024	Tunasan National High School-ALS	196	5:00 PM	School	Ms. Ada Trinidad A. Tagle	Dr. Marissa M. Andanza
May 31, 2024	Sucat Senior High School	29	4:00 PM	School	Dr. Jay Boy E. Evano	Dr. Ma. Carmen D. Solayao
May 31, 2024	ALS Senior High School	149	4:00 PM	School	Ms. Ada Trinidad A. Tagle	Dr. Marissa M. Andanza
	ALS Elementary & Junior High School	1024	6:00 AM	Alabang Elementary School	Ms. Ada Trinidad A. Tagle	Dr. Marissa M. Andanza

2024 End-of-School-Year Rites Rehearsal Schedule

Date	School	No. of Graduates	Time	Venue	PSDS In-charge	EPS Attendee
May 27, 2024	Muntinlupa Science High School	Completer -218 Graduates-322	06:00 AM- 8:00AM	Sports Complex	Ms. Clarisa C. Avila	Dr. Armida S. Oblinada
May 27, 2024	Alabang Elementary School-Main	800	08:30 AM- 10:30 AM	Sports Complex	Dr. Ma. Myra E. Namit	Dr. Gina U. Urquia
May 27, 2024	Muntinlupa Business High School-Main	Completers -744	11:00 AM- 1:00 PM	Sports Complex	Dr. Mark Joseph C. Fernandez	Ms. Mariel Eugene L. Luna
May 27, 2024	Putatan Elementary School	390	1:30 PM - 3:30 PM	Sports Complex	Ms. Ada Trinidad A. Tagle	Dr. Marissa M. Andanza
	Tunasan Elementary	424			Dr. Ma. Myra E. Namit	Dr. Gina U. Urquia
May 27, 2024	Filinvest Alabang Elementary School	136	04:00 PM- 6:00 PM	Sports Complex	Dr. Ma. Theresa C. Dela Rosa	Dr. Liliosa B. Palce
	Cupang Elementary School -Annex	97			Dr. Ma. Theresa C. Dela Rosa	Dr. Liliosa B. Palce
	Sucat Elementary Annex Zone 3-4	185			Dr. Yaledegler C. Maligaya	Dr. Leonaida Guttierrez
	Bagong Silang Elementary School	215			Dr. Evangeline M. Aman	Mr. Edison C. Enerlas
May 28, 2024	Lakeview Integrated School (Junior HS)	517	06:00 AM- 8:00AM	Sports Complex	Ms. Alyssa V. Aventurado	Dr. John Albert B. Colle
	Lakeview Integrated School (Senior HS)	245			Dr. Jay Boy E. Evano	Dr. Ma. Carmen D. Solayao
May 28, 2024	Soldiers Hills Elementary School	308	08:30 AM- 10:30 AM	Sports Complex	Ms. Ada Trinidad A. Tagle	Dr. Marissa M. Andanza
	Lakeview Integrated School (Elementary)	359			Ms. Alyssa V. Aventurado	Dr. John Albert B. Colle
May 28, 2024	Cupang Senior High School	918	11:00 AM- 1:00 PM	Sports Complex	Dr. Jay Boy E. Evano	Dr. Ma. Carmen D. Solayao
May 28, 2024	Poblacion Elementary School	779	1:30 PM - 3:30 PM	Sports Complex	Ms. Clarisa C. Avila	Dr. Armida S. Oblinada
	Muntinlupa Elementary School	746		Sports Complex	Dr. Ma. Myra E. Namit	Dr. Gina U. Urquia

Note:All practices of the remaining schools must be supervised by their Public Schools District Supervisors In-charge as to the Correctness and Standardized Flow of the Program

2024 PALATUNTUNAN NG PAGTATAPOS

Tema: "Kabataang Pilipino Para sa Matatag na Kinabukasan ng Bagong Pilipinas"

I. Pagpasok ng mga	Mga Magsisipagtapos Mga Kawaning Hindi nagtuturo SPTA Mga Guro Mga Panauhin Punong-guro Mga Pansangay na Tagamasid Mga Pandistritong Tagamasid ng mga Pampublikong Paaralan Punong Tagamasid, Sangay ng Pagpapatupad ng Kurikulum Nanunungkulang Punong Tagamasid, Sangay ng Pamamahala at mga Gawain ng Paaralan Pangalawang Pansangay na Tagapamanihala ng mga Paaralan/ Nanunungkulang Opisyal, Tanggapan ng Pansangay na Tagapamanihala ng mga Paaralan Programang Pagtatapos (Guidance Teacher) Sagisag ng Paaralan (Faculty President) (SPG President) Pagpasok ng mga Kulay
II. Pambansang Awit	Audio Visual Presentation
Panalangin	Audio Visual Presentation
Martsa ng Muntinlupa	Audio Visual Presentation
III. Pagbati	Mag-aaral na may Mataas na Karangalan (Max. 2 minutes) (To be checked by the PSDSs)
IV. Pagpapakilala sa mga Mag-aaral na Magsisipagtapos	Punong-guro 1 (Pangalan ng Punong-guro, Paaralan) Punong-guro 2 Punong-guro 3 Punong-guro 4
V. Pagpapatunay sa mga Mag-aaral na Magsisipagtapos	Pandistritong Tagamasid ng mga Pampublikong Paaralan 1 Pandistritong Tagamasid ng mga Pampublikong Paaralan 2 Pandistritong Tagamasid ng mga Pampublikong Paaralan 3 Pandistritong Tagamasid ng mga Pampublikong Paaralan 4
VI. Pagpapatibay sa mga Mag-aaral na Magsisipagtapos	Dr. VIOLETA M. GONZALES Pangalawang Pansangay na Tagapamanihala ng mga Paaralan/ Nanunungkulang Opisyal, Tanggapan ng Pansangay na Tagapamanihala ng mga Paaralan
VII. Mensahe	Kgg. ROZZANO RUFINO B. BIAZON Punong-lungsod, Lungsod ng Muntinlupa PAGGAWAD NG MEDALYA Kgg. Mggl. JAIME R. FRESNEDI Kinatawan, Lungsod ng Muntinlupa PAGGAWAD NG MEDALYA
VIII. Mensahe ng Kalihim ng Kagawaran ng Edukasyon	Kgg. SARAH ZIMMERMAN-DUTERTE Pangalawang Pangulo, Republika ng Pilipinas Kalihim, Kagawaran ng Edukasyon
IX. Pamamahagi ng mga Katibayan ng Pagtatapos	Dr. VIOLETA M. GONZALES Pangalawang Pansangay na Tagapamanihala ng mga Paaralan/ Nanunungkulang Opisyal, Tanggapan ng Pansangay na Tagapamanihala ng mga Paaralan (MGA PANGALAN) Pandistritong Tagamasid ng mga Pampublikong Paaralan (MGA PANGALAN) Punong-guro

X. Paggawad ng Medalya sa mga Mag-aaral na Nagkamit ng Karangalan

XI. Talumpati ng Pagtatapos

Mag-aaral na may Mataas na Karangalan
(Max. 3 minutes) (To be checked by the PSDSs)

XII. Panunumpa ng Katapatan

Mag-aaral na may Mataas na Karangalan

XIII. Pasasalamat

Mag-aaral na may Mataas na Karangalan
(Max. 2 minutes) (To be checked by the PSDSs)

XIV. Awit ng Pagtatapos

(Desisyon ng Kluster)

XV. Himno ng Sangay ng Muntinlupa

Mga Mag-aaral na Nagsipagtapos

XVI. Himno ng (mga) Paaralan

Mga Mag-aaral na Nagsipagtapos

XVII. Paglabas ng mga Kulay

Paglabas ng mga Kulay
Sagisag ng Paaralan (Faculty President) (SPG President)
Programang Pagtatapos (Guidance Teacher)
Pangalawang Pansangay na Tagapamanihala ng mga Paaralan/
at Nanunungkulang Opisyal, Tanggapan ng Pansangay na
Tagapamanihala ng mga Paaralan
Nanunungkulang Punong Tagamasid, Sangay ng Pamamahala
at mga Gawain ng Paaralan
Punong Tagamasid, Sangay ng Pagpapatupad ng Kurikulum

Mga Pandistritong Tagamasid ng mga Pampublikong Paaralan,
Mga Pansangay na Tagamasid
Mga Panauhin
Punong-guro
Mga Guro
SPTA
Kawaning Hindi Nagtuturo
Mga Nagsipagtapos

2024 YEAR END CEREMONY PROGRAMME FLOW

Theme: “Filipino Youth for a Strong Future of the New Philippines”

I. Processional	Candidates for Graduation Non-Teaching Personnel SPTA Faculty Members Guests School Principal Education Program Supervisors Public Schools District Supervisors OIC-SGOD-Chief Education Supervisor CID-Chief Education Supervisor Assistant Schools Division Superintendent/ Schools Division Superintendent Graduation Program (Guidance Teacher) School Seal (SSG President) and (Faculty President) Color Guards
II. National Anthem	Audio Visual Presentation
Prayer	Audio Visual Presentation
Muntinlupa March	Audio Visual Presentation
III. Words of Welcome	Top 2 (Highest Average in the Clustered Schools) (Max. 2 minutes) (To be checked by the PSDSs)
IV. Presentation of Graduates	School Head 1 School Head 2 School Head 3 School Head 4
V. Attestation of Graduates/ Completion	Public Schools District Supervisor 1 Public Schools District Supervisor 2 Public Schools District Supervisor 3 Public Schools District Supervisor 4
VI. Confirmation of Graduates/ Completers	Dr. VIOLETA M. GONZALES Assistant Schools Division Superintendent Officer-In-Charge, Office of the Schools Division Superintendent
VII. Inspirational Messages	Hon. ROZZANO RUFINO B. BIAZON Mayor, City of Muntinlupa AWARDING OF MEDALS Hon. Atty. JAIME R. FRESNEDI Representative, Lone District of Muntinlupa AWARDING OF MEDALS Hon. SARAH ZIMMERMAN-DUTERTE Vice President of the Republic of the Philippines Secretary, Department of Education Dr. VIOLETA M. GONZALES Officer-In-Charge, Schools Division Superintendent Name/s Public Schools District Supervisor Name/s School Heads
VIII. Message of the DepEd Secretary	
IX. Distribution of Diplomas and Awarding of Medals	
X. Awarding of Medals to Honor Students	
XI. Words of Appreciation	Top 1 (Highest Average in the Clustered Schools) (Max. 3 minutes) (To be checked by the PSDSs)

XII. Pledge of Loyalty

Top 3 (Highest Average on the Clustered Schools)

XIII. Word of Gratitude

Top 4 (Highest Average on the Clustered Schools)
(Max. 2 minutes) (To be checked by the PSDSs)

XIV. Graduation Song

(Cluster Decision)

XV. SDO Hymn

Completers/Graduates

XVI. School Hymn

Completers/Graduates

XVII. Recessional

Color Guards
School Seal (SSG, President & Faculty President)
Graduation Program (Guidance Teacher)
Schools Division Superintendent
Asst. School Division Superintendent
CID- Chief Education Supervisor
OIC-SGOD- Chief Education Supervisor
Public Schools District Supervisors
Education Program Supervisors
School Principal
Guests
Faculty Members
SPTA
Non-Teaching Personnel
Candidates for Graduation