



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

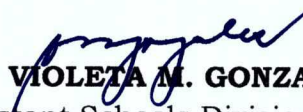
FEB 18 2026

**MEMORANDUM**

**CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM  
END-OF-SCHOOL-YEAR (EOSY) RITES FOR SY 2025-2026**

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

1. Pursuant to *DepEd Order No. 12, s. 2025 - Multi-year Implementing Guidelines on the School Calendar and Activities* and *DO No. 009, s. 2023 - Updated Guidelines on the Annual Conduct of the K to 12 EOSY Rites*, all public elementary and secondary schools are directed to adhere to existing policies for the **School Year 2025-2026 End-of-School Year (EOSY) Rites**. The scheduled ceremonies will be held on **March 26-29, 2026**, at the **Muntinlupa Sports Center**.
2. Please refer to the following enclosures of this Memorandum, for guidance.
  - a. *Enclosure 1* – Reminders on the Conduct of the EOSY Rites for SY 2025-2026
  - b. *Enclosure 2* – Division Committees for the EOSY 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
  - e. *Enclosure 5* – Venue Layout and Floor Plan
3. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated  
Reference: DO 12, s. 2025  
To be indicated in the Perpetual Index  
Under the following subjects  
GRADUATION                      LEARNERS                      SCHOOLS

MRAO/Memo – CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM  
END-OF-SCHOOL-YEAR (EOSY) RITES FOR SY 2025-2026  
MRAO 086 2/16/2026

UN-2026-086



086



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Enclosure 1

**Reminders on the Conduct of the EOSY Rites for SY 2025-2026**

1. The last class day of the school year shall be clearly indicated on all relevant school forms requiring such entry. This includes, but is not limited to, academic reports, and other official school documents. Additionally, this date must be communicated to learners, parents, and school personnel in a timely manner to ensure clarity and seamless coordination.
2. Public schools are strictly prohibited from requiring learners to accomplish EOSY financial clearances, in compliance with DepEd Order No. 19, s. 2008, *Implementation of the No Collection Policy in All Public Elementary and Secondary Schools*. Excessive spending, extravagant attire, and extraordinary venue are discouraged for the conduct of the EOSY Rites.
3. 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 existing accounting and auditing rules and regulations. DepEd officials and personnel are **strictly prohibited** from soliciting or collecting any fees or monetary contributions from learners or their parents.
4. 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.
5. The School Awards Committee shall deliberate on awards and recognitions at least five calendar days before the EOSY rites to determine the learners eligible for recognition and awards. *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.
6. 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.
7. 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 - Non-Monetary Remuneration for Overtime Service Rendered* or *DO 53, s. 2003 - Updated Guidelines on Grant of Vacation Service Credits to Teachers*, whichever is applicable.



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Enclosure 2

**Division Committees for the EOSY Rites**  
(Muntinlupa Sports Center)

**Chairperson:** Dr. Violeta M. Gonzales, CESO VI – OIC-Schools Division Superintendent

**Co-chairperson:** Dr. Lilia A. Ricero, CESE – Assistant Schools Division Superintendent

Committees	Terms of Reference	In-Charge
Accommodation & Venue (Sports Complex)	Coordination on the use of sports complex, chairs, sound system, lights, and ventilation system	SGOD - SMN Section & Chief Ma. Regaele Olarte
Security, Peace and Order	Coordination with POSO, CSO, PNP, etc.	DRRMO Mr. Eduardo Kondo Engr. Jerone Tagapan All School Heads
School EOSY Rites Program	Program flow, dry run, actual program, and coordination with the assigned schools	CID - All PSDS & Chief Dr. Florante C. Marmeto
Program Support and Logistics	Onsite technical assistance and troubleshooting  Supply, transportation, & logistical support	SGOD – HRD Section and & Chief Ma. Regaele Olarte  OSDS-Admin Ms. Noemi Valdez
Health and First Aid	Coordination with school nurses, ensuring health and safety of attendees	SGOD – SHN Section & Chief Ma. Regaele Olarte  All School Nurses
Technical Support	Assistance on IT matters and other relevant technical concerns such as slides, AVP, video and photo documentation, etc.	OSDS-ITO Ms. May Borjal  School IT Coordinators
Stage Decoration	Development of the stage design, theme, and layout  Arrangement of institutional banners, seals, flags, and podiums for the platforms	Chief Dr. Florante C. Marmeto Mr. Jason Albaro Mr. Jayson Manikan Mr. Harold DG. Santos  All School Heads
Monitoring and Evaluation	Preparation of the monitoring tool, M&E of the program	SGOD – SMME Section & Chief Ma. Regaele Olarte  CID - All PSDS
Data Capture	Number of completers/ graduates, and other EOSY-related data	SGOD – P&R Section & Chief Ma. Regaele Olarte
LGU Request	Coordination and request for medals and message from Mayor and Congressman	SGOD - SMN Section & Chief Ma. Regaele Olarte

## CORRECTED FINAL SCHEDULE OF 2026 END OF THE SCHOOL YEAR RITES

March 26 - 29, 2026

DAY 1 - MARCH 26 (THURSDAY)			
Time	Cluster of Schools	Number	Venue
6:00 - 8:00	Muntinlupa NHS (SHS)	1985	School Gym
9:00 - 12:00	Muntinlupa NHS (JHS)	750	School Gym
1:00 - 5:00	Muntinlupa Science HS (JHS 257/SHS356)	613	School Gym
5:00 - 7:00	Sucat SHS	713	School Ground

DAY 2 - MARCH 27 (FRIDAY)			
Time	Cluster of Schools	Number	Venue
6:00 - 8:00	Pedro E. Diaz HS (984)	984	Sports Complex
9:00 - 11:00	Muntinlupa BHS (552), Muntinlupa BHS Annex (565)	1117	Sports Complex
12:00 - 3:00	Cupang SHS (721), Lakeview IS - SHS (142)	863	Sports Complex
3:30 - 5:30	Tunasan NHS - JHS (1,222)	1222	School Tent
6:00 - 8:00	Tunasan NHS - SHS	889	School Tent

DAY 3 - MARCH 28 (SATURDAY)			
Time	Cluster of Schools	Number	Venue
6:00 - 9:00	Itaas ES (396), Bayanan ES Unit 1 (394), Filinvest Alabang ES (108)	898	Sports Complex
9:30 - 12:30	Alabang ES (654), Soldiers Hills ES (238)	892	Sports Complex
1:00 - 4:00	Muntinlupa ES (607), Victoria ES (261), Cupang ES Annex (82)	950	Sports Complex
4:30 - 7:30	Tunasan ES (409), Putatan ES (367), Buli ES (165)	941	Sports Complex

DAY 4 - MARCH 29 (SUNDAY)			
Time	Cluster of Schools	Number	Venue
6:00 - 9:00	Poblacion ES (736), F De Mesa ES (216)	952	Sports Complex
9:30 - 12:30	Bayanan ES (Main) (435), Lakeview IS -ES (325), Bagong Silang ES (199)	959	Sports Complex
1:00 - 4:00	Cupang ES (Main) (409), Sucat ES (Main) (381), Sucat ES Annex (152)	942	Sports Complex
4:30 - 6:30	Poblacion NHS (612), Lakeview IS - JHS (400)	1,012	Sports Complex

## 2026 PALATUNTUNAN NG PAGTATAPOS

- |   |   |  |
|---|---|--|
| I. Martsa ng Pagpasok   | : | Magsisipagtapos,<br>Mga Kawaning Hindi Nagtuturo<br>SPTA<br>Mga Guro<br>Mga Panauhin<br>Punong-guro,<br>Mga Pangsangay na Tagamasid<br>Mga Pandistritong Tagamasid ng mga Pambublikong Paaralan<br>Punong Tagapamanihala, Sangay ng Pagpaptupad ng Kurikulum,<br>Punong Tagapamanihala, Sangay ng Pamamahala at mga Gawain<br>ng Paaralan<br>Pangalawang Pangsangay na Tagapamanihala ng mga Paaralan<br>Pangsangay na Tagapamanihala ng mga Paaralan<br>Programang Pagtatapos (Guidance Teacher)<br>Sagisag ng Paaralan (Faculty President) (SELG President)<br>Pagpasok ng mga Kulay (Sandatahang Lakas/Hukbong Mamamayan) |
| II. Pambasang Awit  | : | LGU Muntinlupa AVP   |
| Awit Panalangin   | : | AVP (c/o SDO- Tech Team)   |
| Martsa ng Muntinlupa  |   |  |
| III. Pagbati  | : | Mag-aaral na may Mataas na Karangalan  |
| IV. Sabayang Awit   | : | (Desisyon ng Klaster)  |
| V. Pagpapakilala sa mga Batang Magsisipagtapos                | : | Punong-guro 1 (Pangalan ng Punong-guro, Paaralan)<br>Punong-guro 2   |
| VI. Pagpapatunay sa mga Batang Magsisipagtapos                | : | Pandistritong Tagamasid ng mga Pambublikong Paaralan 1<br>Pandistritong Tagamasid ng mga Pambublikong Paaralan 2   |
| VII. Pagpapatibay sa mga Batang Magsisipagtapos               | : | Pangsangay na Tagapamanihala ng mga Paaralan   |
| VIII. Mensahe   | : | <b>Kgg. ROZZANO RUFINO B. BIAZON</b><br>Punong-lungsod, Lungsod ng Muntinlupa<br><br><b>PAGGAWAD NG MEDALYA</b><br><br><b>Kgg. Mgg. JAIME R. FRESNEDI</b><br>Kinatawan, Lungsod ng Muntinlupa<br><br><b>PAGGAWAD NG MEDALYA</b>  |
| IX. Mensahe ng Direktor ng Pambansang Punong Rehiyon          | : | <b>Dr. JOCELYN DR. ANDAYA</b><br>Direktor IV, DepEd-NCR  |
| X. Mensahe ng Kalihim ng Kagawaran ng Edukasyon               | : | <b>Kgg. Juan Edgardo "Sonny" M. Angara</b><br>Kalihim Kagawaran ng Edukasyon   |
| XI. Pamamahagi ng mga Katibayan ng Pagtatapos                 | : | Pangsangay na Tagapamanihala ng mga Paaralan<br>Pandistritong Tagamasid ng mga Pambublikong Paaralan<br>Punong Guro  |
| XII. Paggawad ng Medalya sa mga Batang Nagkamit ng Karangalan |   |  |
| XIII. Talumpati ng Pagtatapos                                 | : | Mag-aaral na may Mataas na Karangalan  |
| XIV. Panunumpa ng Katapatan                                   | : | Mag-aaral na Mataas na Karangalan  |
| XV. Pasasalamat   | : | Mag-aaral na Mataas na Karangalan  |
| XVI. Awit ng Pagtatapos                                       | : | (Desisyon ng Klaster)  |
| XVII. Himno ng Sangay ng Muntinlupa                           | : | Mag-aaral na Nagsipagtapos   |
| XVIII. Himno ng mga Paaralan                                  | : | Mag-aaral na Nagsipagtapos   |

**XIX. Martsa ng Paglabas**

: Paglabas ng mga Kulay (Sandatahang Lakas/Hukbong Mamamayan)  
Sagisag ng Paaralan (Faculty President) (SELGG President)  
Programang Pagtatapos (Guidance Teacher)  
Pangalang Pangangay na Tagapamamahala ng mga Paaralan  
Pangalang Pangangay na Tagapamamahala ng mga Paaralan  
Punong Tagapamamahala, Sangay ng Pamamahala at mga Gawain  
ng Paaralan  
Punong Tagapamamahala, Sangay ng Pagpapatupad ng Kurikulum,  
Mga Pangalawang Tagamasid ng mga Pamublikong Paaralan,  
Pangalang Pangangay na Tagamasid,  
Panauhin,  
Punong-guro,  
Mga Guro,  
SPTA  
Kawaniing Hindi Nagtuturo  
Nagsipagtapos

## 2026 END OF SCHOOL YEAR (EOSY) RITES PROGRAM FLOW

I. Processional	:	Candidates for Graduation, Non-Teaching Personnel SPTA Faculty Members, Guest, School Principal, Education Program Supervisors, Public Schools District Supervisors, CID- Chief Education Supervisor, SGOD- Chief Education Supervisor, Assistant Schools Division Superintendent Schools Division Superintendent Graduation Program (Guidance Teacher) School Seal (SSLG President and Faculty President) Color Guards
II. National Anthem Doxology Muntinlupa March	: : :	LGU Muntinlupa AVP AVP (c/o SDO- Tech Team)
III. Welcome Address	:	Top 2 (Highest Average on the Clustered Schools)
IV. Song Number	:	(Cluster Decision)
V. Presentation of Graduates	:	School Head 1 School Head 2
VI. Attestation of Graduates	:	Public Schools District Supervisor 1 Public Schools District Supervisor 2
VII. Confirmation of Graduates	:	Schools Division Superintendent
VIII. Inspirational Messages	:	<b>Hon. ROZZANO RUFINO B. BIAZON</b> Mayor, City of Muntinlupa  <b>AWARDING OF MEDALS</b>  <b>Hon. Atty. JAIME R. FRESNEDI</b> Representative, Lone District of Muntinlupa  <b>AWARDING OF MEDALS</b>
IX. Message of the Regional Director	:	<b>Dr. JOCELYN DR. ANDAYA</b> Director IV, DepEd NCR
XX. Message of the DepEd Secretary	:	<b>Hon. Juan Edgardo "Sonny" M. Angara</b> Secretary, Department of Education
X. Distribution of Diplomas and Awarding of Medals	:	<b>Schools Division Superintendent</b> <b>Public Schools District Supervisor</b> <b>School Heads</b>
XI. Awarding of Medals to TOP 10		
XII. Words of Appreciation	:	Top 1 (Highest Average on the Clustered Schools)
XIII. Pledge of Loyalty	:	Top 3 (Highest Average on the Clustered Schools)
XIV. Word of Thanks	:	Top 4 (Highest Average on the Clustered Schools)
XV. Graduation Song	:	Cluster Decision
XVI. SDO Hymn	:	Graduates
XVII. School Hymn	:	Graduates

**XVIII. Recessional**

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

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School B

EXIT  
School A

Stair B

Stair A

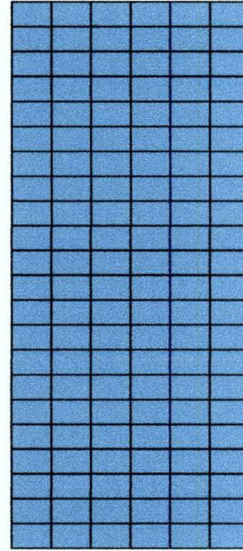
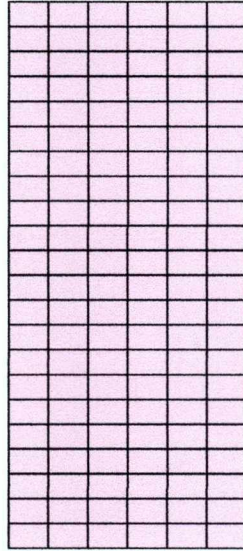
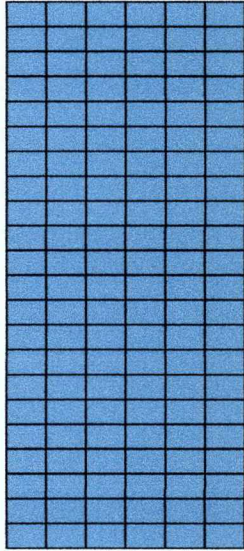
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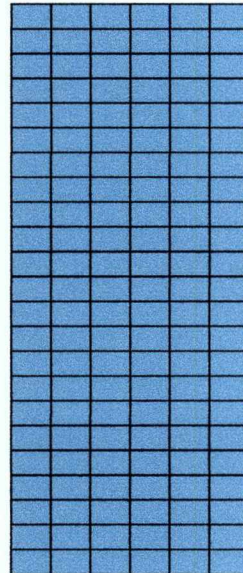
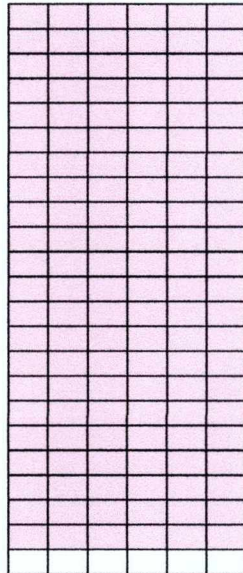
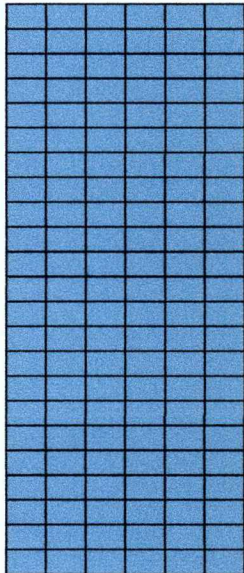
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PROCESSIONAL  
School B

PROCESSIONAL  
School A

ENTRANCE  
School B

ENTRANCE  
School A

