



Republic of the Philippines  
**Department of Education**

18 FEB 2019

DepEd ORDER  
No. **002**, s. 2019

**SCHOOL YEAR 2018–2019 K TO 12 BASIC EDUCATION PROGRAM  
END OF SCHOOL YEAR RITES**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Regional Secretary, ARMM  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. For School Year (SY) 2018–2019, the Department of Education (DepEd) announces the conduct of the following **End-of-School-Year (EOSY) Rites**:

<b>Grade Level Completers</b>	<b>Ceremony</b>	<b>Proof of Completion</b>
Kindergarten	Moving Up or Completion	Kindergarten Certificate (Enclosure No. 1)
Grade 6	Graduation	Elementary Certificate (Enclosure No. 2)
Grade 10	Moving Up or Completion	Junior High School Certificate (Enclosure No. 3)
Grade 12 learners from: a. Schools with DepEd-approved K to 12 transition plan b. Schools with permit to operate Senior High School since 2014 c. International Schools with K to 12 Program	Graduation	Senior High School Diploma (Enclosure No. 4)

2. The 2019 ceremonies shall focus on the theme *Pagkakaisa sa Pagkakaiba-iba: Kalidad na Edukasyon para sa Lahat* (Unity in Diversity: Quality Education for All). Schools, schools divisions or regional offices may translate the theme into their respective Mother Tongues. This theme highlights the role of the K to 12 Basic Education Program in developing an educated society where the challenges and benefits of diversity are embraced and welcomed by every Filipino.

3. As announced in Enclosure No. 2 of DepEd Order (DO) No. 25, s. 2018 entitled **School Calendar for School Year 2018–2019**, the EOSY rites should be scheduled not earlier than **April 1, 2019**, but not later than **April 5, 2019**. Schools, divisions or regions with an extended SY shall be guided by their approved revised school calendar.

4. In line with the government’s austerity program, DepEd reiterates the following policies:

- a. Graduation rites should be simple but meaningful to encourage civil rights, a sense of community, and personal responsibility. While these rites mark a milestone in the life of the learners, these should be conducted without excessive spending, extravagant attire or extraordinary venue;
- b. Moving Up or Completion Ceremonies should be simple, involving only the learners, their parents and the school; and
- c. Nonacademic projects such as attendance to field trips, film showing, Junior-Senior promenade, and other school events should not be imposed as requirements for graduation or completion.

**For Public Schools only**

- d. Expenses relative to the activity should be charged to the school Maintenance and Other Operating Expenses subject to existing guidelines. **No DepEd personnel shall be allowed to collect any kind of contribution or fee for graduation/moving up/completion ceremony.**

5. The use of the enclosed completion certificate and diploma templates are as follows:

For private elementary and secondary schools, technical and vocational institutions (TVIs), and higher education institutions (HEIs), including state universities and colleges (SUCs) and local universities and colleges (LUCs)	The use of the enclosed completion certificate and diploma templates is optional. The signature of the school head is required, while the signature of the schools division superintendent <b>is not required.</b>
For public elementary and secondary schools	The use of the enclosed completion certificate and diploma templates <b>is required</b>

6. Awarding of honors to learners from Grades 1 to 12 shall follow the guidelines in DO 36, s. 2016 entitled **Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.**

7. Further, the EOSY rites and moving up or completion ceremony shall be conducted in an appropriate solemn ceremony befitting the learners and their parents and **shall not be used as a political forum.** DepEd reiterates the strict compliance with DO 48, s. 2018 entitled **Prohibition of Electioneering and Partisan Political Activity.**

8. For more information, please contact the **Bureau of Learning Delivery-Teaching and Learning Division**, 4th Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 638-4799 and (02) 687-2948, or email at [bld.od@deped.gov.ph](mailto:bld.od@deped.gov.ph).

9. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:

As stated

References:

DepEd Order Nos.: (25 and 48, s. 2018; 36, s. 2016) and 6, s. 2018

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

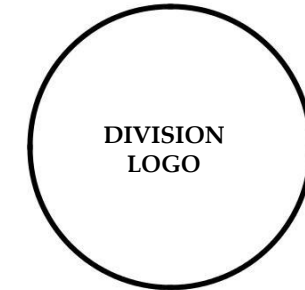
BASIC EDUCATION  
CERTIFICATE  
DIPLOMA  
GRADUATION  
JUNIOR HIGH SCHOOL  
KINDERGARTEN EDUCATION  
LEARNERS  
POLICY  
SCHOOLS  
SENIOR HIGH SCHOOL

(Enclosure No. 1 to DepEd Order No. **002**, s. 2019)

**SAMPLE TEMPLATE FOR KINDERGARTEN CERTIFICATE**



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*



**REHIYON XXX**  
*REGION XXX*

**SANGAY NG XXXXXXXXX**  
*DIVISION OF XXXXXXXXX*

**PUROK NG XXXXXX**  
*DISTRICT OF*

**XXXXXX ELEMENTARY SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Kindergarten na itinakda  
*has satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed*  
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*by the Department of Education and is therefore awarded this*

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2019.  
*Signed in Xxxxxxxxxx, Philippines on the \_\_<sup>th</sup> day of April 2019.*

**XXXXXXXXXX**  
Punongguro  
*Principal*

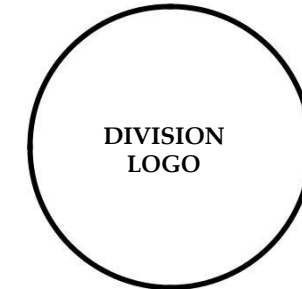
**XXXXXXXXXX**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*

(Enclosure No. 2 to DepEd Order No. **002**, s. 2019)

**SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE**



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*



**REHIYON XXX**

*REGION XXX*

**SANGAY NG XXXXXXXXX**

*DIVISION OF XXXXXXXXX*

**PUROK NG XXXXXX**

*DISTRICT OF*

**XXXXXX ELEMENTARY SCHOOL**

Pinatutunayan nito na si

*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda

*has satisfactorily completed the requirements of the Elementary Curriculum as prescribed*

ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong

*by the Department of Education and is therefore awarded this*

**KATUNAYAN**

**CERTIFICATE**

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2019.

*Signed in Xxxxxxxxxx, Philippines on the \_\_<sup>th</sup> day of April 2019.*

**XXXXXXXXXX**

Punongguro

*Principal*

**XXXXXXXXXX**

Pansangay na Tagapamanihala ng mga Paaralan

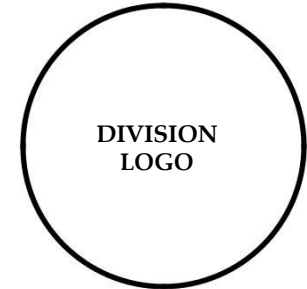
*Schools Division Superintendent*

(Enclosure No. 3 to DepEd Order No. **002**, s. 2019)

**SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION**



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*



**REHIYON XXX**  
*REGION XXX*  
**SANGAY NG XXXXXXXXX**  
*DIVISION OF XXXXXXXXX*

**XXXXXX HIGH SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Junior High School na itinakda para sa  
*has satisfactorily completed the requirements of the Junior High School Curriculum prescribed for*  
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*Secondary Schools of the Department of Education and is therefore awarded this*

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2019.  
*Signed in Xxxxxxxxxx, Philippines on the \_\_<sup>th</sup> day of April 2019.*

**XXXXXXXXXX**  
Punongguro  
*Principal*

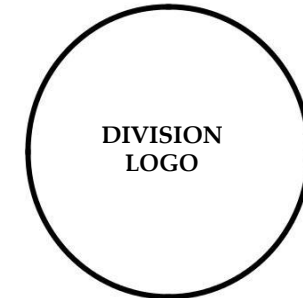
**XXXXXXXXXX**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*

(Enclosure No. 4 to DepEd Order No. **002**, s. 2019)

**SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA**



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*



**REHIYON XXX**  
*REGION XXX*  
**SANGAY NG XXXXXXXXX**  
*DIVISION OF XXXXXXXXX*

**XXXXXX HIGH SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School  
*has satisfactorily completed the requirements for graduation in Senior High School*

\_\_\_\_\_ **TRACK**  
\_\_\_\_\_ **STRAND**

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*prescribed for Secondary Schools of the Department of Education and is therefore awarded this*

**KATIBAYAN**  
**DIPLOMA**

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-\_\_ ng Abril 2019.  
*Signed in Xxxxxxxxxx, Philippines on the \_\_<sup>th</sup> day of April 2019.*

**XXXXXXXXXX**  
Punongguro  
*Principal*

**XXXXXXXXXX**  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*