

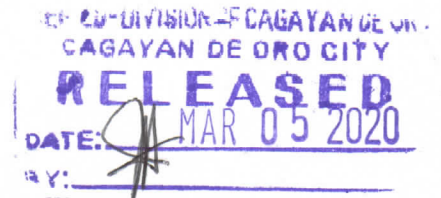


Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. 167 s. 2020

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



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

SUBJECT : **Script for Elementary Graduation/Junior High School Completion Ceremony and Senior High School Graduation Ceremony**

DATE : March 2, 2020

1. Pursuant to DepEd Order No. 7, s.2020, entitled School Calendar for School Year 2019-2020, the Junior High School Completion Ceremony and Graduation Rites (Elementary and Senior High School) will be on March 30, 2020- April 3, 2020.
2. The activity is held to formally send-off the Junior High School completers to the Senior High School Level and the Grade 6 pupils to the Junior High School Level. It is highly encouraged that the conduct should be simple yet meaningful as this marks a milestone among all learners.
3. The purpose of this activity is to recognize the accomplishments and academic achievements of learners. It is hereby reiterated that the conduct of the ceremony shall be **formal**, and shall not be used as a **political forum**.
4. To ensure solemnity and uniformity of the conduct of the ceremony, the flow of the program and script is attached to this Memorandum. School heads and teachers are hereby advised to follow the script attached to this Division Memorandum for the Kindergarten, Elementary Graduation Ceremony, Junior High School Completion Ceremony and the Senior High School Graduation Rites. (Enclosure No. 1: Program and Script for Elementary Graduation, Enclosure No. 2: Program and Script for Junior High School Completion Ceremony and Enclosure No. 3: Program and Script for Senior High School Graduation Rites).



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5. Regardless of whoever shall be authorized by the Schools Division Superintendent to attend the ceremony on her behalf, it is her name that should be reflected in the program to recognize the completers/graduates, distribution of certificates and awards, and to read the message of the Department of Education Secretary.
6. Immediate and wide dissemination is hereby enjoined.
7. For your information and compliance.

CID/lcc



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Enclosure No. 01 of Division Memorandum No. _____, s.2020

**SCRIPT FOR GRADE 6 - ELEMENTARY
GRADUATION RITES
(TO BE FOLLOWED BY THE MASTER OF CEREMONY)**

- I. **EMCEE (Processional):** As the Department continues to address the challenge of quality in education with its key programs, we firmly believe that access to education is the first step to achieving a bright future. As we close the gap and shift from access to quality, DepEd Cagayan de Oro's battlecry to these challenges is CDO...Competence...Dedication...Optimism...the Division's mantra which is embedded in all programs, projects and activities. These core values have transcended into the lives of the Kagay - anon learners as they endure the rigors of school. Today, we shall bear witness to the success of these learners which is a clear manifestation of such CDO influence. Competence...Optimism and Dedication brought them here along with the support of their parents, teachers and friends.

Ladies and Gentlemen, welcome to the _____ Graduation Ceremony _____ (Name of School) School Year 2019-2020.

The Processional March will be led by _____.
The Entrance of the School Banner
The Candidates for Graduation

- A. The GPTA Officers headed by the GPTA President (Name)
- B. The Grade 1-5 Teachers
- C. The Grade 6 Teachers
- D. The Department Heads
- E. DepEd Officials
- F. The Division Office Personnel
- G. Our Assistant Schools Division Superintendent
Dr. Alicia E. Anghay
- H. Our Schools Division Superintendent
Dr. Cherry Mae L. Limbaco, CESO V
- I. Our Guest Speaker (Position) (Name)

EMCEE: May I request everyone to please stand for the **ENTRANCE OF THE COLORS** (if available)

(National Anthem, Prayer, Regional Hymn, and Cagayan de Oro March)

Please remain standing for the singing of the **NATIONAL ANTHEM**, the **OPENING PRAYER**, **REGIONAL HYMN**, and **CAGAYAN DE ORO MARCH** to be led by _____.

(After the National Anthem, ground the colors (if available))

EMCEE : Please be seated.

II. EMCEE : The School Principal _____ will now formally open the _____ Grade Six Graduation Rites of _____ (name of school). A round of applause!

PRINCIPAL : The _____ Graduation Ceremony of _____ (name of school) is hereby declared in session. On behalf of the Administration, faculty and staff, and students, I welcome all of you to this _____ **GRADUATION CEREMONY** of School Year 2019-2020. In like manner, we would like to extend our felicitations to the Grade Six Graduates and their families on this event. Thank you.

EMCEE : Thank you very much Mr./Ms. _____.

EMCEE : Ladies and Gentlemen, _____, with High Honors, will give us her/his welcome remarks.
(Welcome remarks)

III. EMCEE : The School Principal, _____, will now present the Grade 6 candidates for graduation.

PRINCIPAL : Dr. Cherry Mae L. Limbaco, CESO V, Schools Division Superintendent of Cagayan de Oro City (or her authorized **Representative**), I have the honor to present to you the (*number of completers*) Grade 6 learners who have satisfactorily completed the Requirements for the Elementary Level.

SDS and/or her Authorized Representative: By the power vested in me by the Schools Division Superintendent, _____, and by virtue of the certification made by your principal, _____ that you have satisfactorily completed all the requirements of the Basic Education Curriculum for elementary education, I hereby confirm your graduation this ____ day of April ____ here at _____ (name of school).

CONGRATULATIONS!

IV. EMCEE : May I call in our Schools Division Superintendent, Dr. Cherry Mae L. Limbaco, CESO V, GPTA President _____, and the School Principal _____ to **DISTRIBUTE THE CERTIFICATES.**

Graduates, please rise...

(Roll call of completers)

- V. EMCEE : May I call in our Schools Division Superintendent, Dr. Cherry Mae L. Limbaco, CESO V (or her **Authorized Representative**), for the Reading of Prof. Leonor M. Briones' message, the DepEd Secretary. A round of applause please.
- (Reading of Sec. Briones' Message)
- VI. EMCEE : We will now recognize the competence, dedication, and optimism of our learners in their journey on the quest of excellence. Dr. Chery Mae L. Limbaco, our Schools Division Superintendent(or her **Authorized Representative**), together with the School Principal/Head, _____, GPTA President, _____, and Guest Speaker, _____, are requested to be on stage for the **AWARDING OF ACADEMIC HONORS AND SPECIAL AWARDS**.
- (Call names of awardees)
- EMCEE : Congratulations to our Academic Awardees and their parents. A big hand for their exemplary achievements!
- VII. EMCEE : For the **MESSAGE OF GRATITUDE**, let us listen to our learner with Highest Honors, (*name of student*). Let us give him/her a round of applause!
- (Message of Gratitude)
- VII. EMCEE : To inspire our graduates, may I call in the School Principal _____ to introduce our **GUEST SPEAKER**. A round of applause!
- (Introduction of Guest Speaker)
(Message of Guest Speaker)
- EMCEE : Thank you very much, sir/ma'am, for such a heartwarming message.
- VIII. EMCEE : May I call in _____, to lead the Pledge of Loyalty.
- IX. Graduation Song: At this juncture, we shall listen to the graduates with their rendition of _____, with Mr./Ms. _____, conducting.
- X. Acknowledgement: The Assistant School Principal, Mr./Ms. _____, will now acknowledge the various people behind the success of this affair. A big hand, please!
- XI. EMCEE : As we formally close this event, may I call again our School Principal Dr./Mr./Mrs. _____

Principal : With the Recessional March, the ____ Graduation Ceremony of ____ (name of school) is hereby concluded.

XI. EMCEE : Ladies and gentlemen, **THE RECESSIONAL...**

Recessional March

Colors

School Banner/Mace

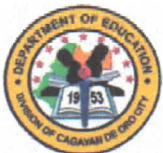
Dignitaries



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

ELEMENTARY GRADUATION RITES
 ___th Graduation Ceremony
 April ____, 2020

Processional	
National Anthem	
Prayer	
Regional Hymn	
Cagayan de Oro March	
Opening Remarks	School Head
Welcome Message	With High Honors
Presentation & Confirmation of the Candidates for Graduation	School Head SDS or her authorized representative
Distribution of Certificates of Graduation	SDS or her authorized representative
Message of Sec. Leonor M. Briones	SDS or her authorized representative
Awarding of Academic Honors and Special Awards	SDS or her authorized representative, School Head, GPTA President, Guest Speaker
Message of Gratitude	With Highest Honors
Introduction of the Guest Speaker	School Head
Message	Guest Speaker
Pledge of Loyalty	
Graduation Song	The Graduates
Acknowledgement	
Closing Remarks	School Head
Recessional	



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Enclosure No. 02 of Division Memorandum No. _____, s.2020

**SCRIPT FOR JUNIOR HIGH SCHOOL
6TH COMPLETION CEREMONY
(TO BE FOLLOWED BY THE MASTER OF CEREMONY)**

- II. **EMCEE (Processional):** As the Department continues to address the challenge of quality in education with its key programs, we firmly believe that access to education is the first step to achieving a bright future. As we close the gap and shift from access to quality, DepEd Cagayan de Oro's battlecry to these challenges is CDO...Competence...Dedication...Optimism...the Division's mantra which is embedded in all programs, projects and activities. These core values have transcended into the lives of the Kagay - anon learners as they endure the rigors of school. Today, we shall bear witness to the success of these learners which is a clear manifestation of such CDO influence. Competence...Optimism and Dedication brought them here along with the support of their parents, teachers and friends.

Ladies and Gentlemen, welcome to the 6th Completion Ceremony of the Sixth Batch of Junior High School Completers of _____ (Name of School) School Year 2019-2020.

The Processional March will be led by _____.
The Entrance of the School Mace.
The Grade 10 Completers

- A. The GPTA Officers headed by the GPTA President (Name)
- B. The Grade 7 Teachers
- C. The Grade 8 Teachers
- D. The Grade 9 Teachers
- E. The Grade 10 Teachers
- F. The Department Heads
- G. DepEd Officials
- H. The Division Office Personnel
- I. Our Assistant Schools Division Superintendent
Dr. Alicia E. Anghay
- J. Our Schools Division Superintendent
Dr. Cherry Mae L. Limbaco, CESO V
- K. Our Guest Speaker (Position) (Name)

EMCEE : May I request everyone to please rise for the **ENTRANCE OF THE COLORS** (if available)

(National Anthem, Prayer, Regional Hymn, and Cagayan de Oro March)

Please remain standing for the singing of the **NATIONAL ANTHEM**, the **OPENING PRAYER**, **REGIONAL**

HYMN, and CAGAYAN DE ORO MARCH to be led by _____.

(After the National Anthem, ground the colors (if available))

EMCEE : Please be seated.

II. **EMCEE** : The School Principal _____ will now formally open the Sixth Completion Ceremony of the Junior High School Completers of _____ (**name of school**). A round of applause!

PRINCIPAL : The Schools Division Superintendent, Dr. Cherry Mae L. Limbaco, CESO V, the ASDS Dr. Alicia E. Anghay, the GPTA President and Officers, the Guest Speaker, the various Department Heads, the faculty and staff, parent, and the **COMPLETERS**, ladies and gentlemen, a pleasant morning/afternoon.

The sixth Completion Rites of the Junior High School Completers in (**name of school**) is hereby declared in session. On behalf of the Administration, faculty and staff, and students, I welcome you all to the **SIXTH COMPLETION CEREMONY** of _____ for School Year 2019-2020. Likewise, we would like to extend our congratulations to the Grade 10 Completers and their families on this occasion. Thank you.

EMCEE : Ladies and Gentlemen, Mr./Ms. _____, with High Honors, will give us her/his welcome remarks.
(welcome remarks)

III. **EMCEE** : The School Principal, _____, will now present the Grade 10 candidates for completion.

PRINCIPAL : Dr. Cherry Mae L. Limbaco, CESO V, Schools Division Superintendent of Cagayan de Oro City(**or her Authorized Representative**), I have the honor to present to you the (*number of completers*) Grade 10 Students who have satisfactorily completed the Requirements for Junior High School.

SDS or her Authorized Representative : By the power vested in me by the Schools Division Superintendent, _____, and by virtue of the certification made by your principal, _____ that you have satisfactorily completed all the requirements of the Basic Education Curriculum for Junior High School, I hereby confirm your **completion** this ____ day of April ____ here at _____ High School.

CONGRATULATIONS!

IV. EMCEE : May I call in our Schools Division Superintendent, Dr. Cherry Mae L. Limbaco, CESO V, our GPTA President Mr./Mrs. _____, and the School Principal _____ to **DISTRIBUTE THE CERTIFICATES OF COMPLETION.**

Completers, please rise...

(Roll call of completers)

V. EMCEE : May I call in our Schools Division Superintendent, Dr. Cherry Mae L. Limbaco, CESO V (**or her Authorized Representative**), for the Reading of Prof. Leonor M. Briones' message, the DepEd Secretary. A round of applause please.

(Reading of Sec. Briones' Message)

VI. EMCEE : We will now recognize the competence, dedication, and optimism of our learners in their journey on the quest of excellence. Dr. Chery Mae L. Limbaco, our Schools Division Superintendent, together with the School Principal/Head, _____, GPTA President, _____, and Guest Speaker, _____, are requested to be on stage for the **AWARDING OF ACADEMIC HONORS AND SPECIAL AWARDS.**

(Call names of awardees)

EMCEE : Congratulations to our Academic Awardees and their parents. A big hand for their exemplary achievements!

VII. EMCEE : Let us now listen to the **MESSAGE OF APPRECIATION** of our student with Highest Honors, (*name of student*). Let us give him/her a round of applause!

(Message of Appreciation)

VIII. EMCEE : To inspire our completers, may I call in the School Principal _____ to introduce our **GUEST SPEAKER.** A round of applause!

(Introduction of Guest Speaker)

(Message of Guest Speaker)

EMCEE : Thank you very much, sir/ma'am, for such a heartwarming message.

IX. EMCEE : May I call in _____, to lead the Pledge of Loyalty.

X. EMCEE : At this juncture, we shall listen to the completers as they sing _____, with Mr./Ms. _____, conducting.

XI. EMCEE : The Assistant School Principal, Mr./Ms. _____, will now acknowledge the various people behind the success of this affair. A big hand, please!

XII. EMCEE : As we formally close this gathering may I call again our School Principal Mr./Mrs./Dr. _____

Principal : With the Recessional March, the Sixth Recognition Ceremony of the Grade 10 Junior High School Completers of (name of school) is hereby concluded.

XIII. EMCEE : Ladies and gentlemen, **THE RECESSIONAL...**

Recessional March

Colors

School Banner/Mace

Dignitaries



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

JUNIOR HIGH SCHOOL COMPLETION
___th Completion Ceremony
April ___, 2020

Processional	
National Anthem	
Prayer	
Regional Hymn	
Cagayan de Oro March	
Opening Remarks	School Head
Welcome Message	With High Honors
Presentation & Confirmation of the Candidates for Completion	School Head SDS or her authorized representative
Distribution of Certificates of Completion	SDS or her authorized representative
Message of Sec. Leonor M. Briones	SDS or her authorized representative
Awarding of Academic Honors and Special Awards	SDS or her authorized representative, School Head, GPTA President, Guest Speaker
Message of Gratitude	With Highest Honors
Introduction of the Guest Speaker	School Head
Message	Guest Speaker
Pledge of Loyalty	
Completion Song	The Completers
Acknowledgement	
Closing Remarks	School Head
Recessional	



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Enclosure No. 03 of Division Memorandum No. _____, s 2020

**SCRIPT FOR GRADE 12 – SENIOR HIGH SCHOOL
GRADUATION RITES
(TO BE FOLLOWED BY THE MASTER OF CEREMONY)**

- III. **EMCEE (Processional):** As the Department continues to address the challenge of quality in education with its key programs, we firmly believe that access to education is the first step to achieving a bright future. As we close the gap and shift from access to quality, DepEd Cagayan de Oro's battlecry to these challenges is CDO...Competence...Dedication...Optimism...the Division's mantra which is embedded in all programs, projects and activities. These core values have transcended into the lives of the Kagay - anon learners as they endure the rigors of school. Today, we shall bear witness to the success of these learners which is a clear manifestation of such CDO influence. Competence...Optimism and Dedication brought them here along with the support of their parents, teachers and friends.

Ladies and Gentlemen, welcome to the ___ Graduation Rites
_____ of (Name of School) School Year 2019-2020.

The Processional March will be led by _____
The Entrance of the School Banner
The Candidates for Graduation

- J. The GPTA Officers headed by the GPTA President (Name)
- K. The Grade 1-5 Teachers
- L. The Grade 6 Teachers
- M. The Department Heads
- N. DepEd Officials
- O. The Division Office Personnel
- P. Our Assistant Schools Division Superintendent
Dr. Alicia E. Anghay
- Q. Our Schools Division Superintendent
Dr. Cherry Mae L. Limbaco, CESO V
- R. Our Guest Speaker (Position) (Name)

EMCEE: May I request everyone to please stand for the **ENTRANCE OF THE COLORS** (if available)

(National Anthem, Prayer, Regional Hymn, and Cagayan de Oro March)

Please remain standing for the singing of the **NATIONAL ANTHEM**, the **OPENING PRAYER**, **REGIONAL HYMN**, and **CAGAYAN DE ORO MARCH** to be led by

(After the National Anthem, ground the colors (if available))

- EMCEE : Please be seated.
- II. EMCEE : The School Principal _____ will now formally open the _____ Senior High School Graduation Rites of _____ (name of school). A round of applause!
- PRINCIPAL : The _____ Graduation Ceremony of _____ (name of school) is hereby declared in session. On behalf of the Administration, faculty and staff, and students, I welcome all of you to this _____ **GRADUATION CEREMONY** of School Year 2019-2020. In like manner, we would like to extend our felicitations to the Grade 12 Graduates and their families on this event. Thank you.
- EMCEE : Thank you very much Mr./Ms. _____.
- EMCEE : Ladies and Gentlemen, _____, with High Honors, will give us her/his welcome remarks.
(welcome remarks)
- III. EMCEE : The School Principal, _____, will now present the Grade 12 candidates for graduation.
- PRINCIPAL : Dr. Cherry Mae L. Limbaco, CESO V, Schools Division Superintendent of Cagayan de Oro City(**or her authorized Representative**), I have the honor to present to you the (*number of completers*) Grade 12 learners who have satisfactorily completed the Requirements for the Senior High School.
- SDS and/or her Authorized Representative:** By the power vested in me by the Schools Division Superintendent, _____, and by virtue of the certification made by your principal, _____ that you have satisfactorily completed all the requirements of the Basic Education Curriculum for Senior High School, I hereby confirm your graduation this ____ day of April ____ here at _____ (name of school).
- CONGRATULATIONS!**
- IV. EMCEE : May I call in our Schools Division Superintendent, Dr. Cherry Mae L. Limbaco, CESO V, GPTA President _____, and the School Principal _____ to **DISTRIBUTE THE CERTIFICATES.**
- Graduates, please rise...
- (Roll call of completers)

- V. EMCEE : May I call in our Schools Division Superintendent, Dr. Cherry Mae L. Limbaco, CESO V (**or her Authorized Representative**), for the Reading of Prof. Leonor M. Briones' message, the DepEd Secretary. A round of applause please,
- (Reading of Sec. Briones' Message)
- VI. EMCEE : We will now recognize the competence, dedication, and optimism of our learners in their journey on the quest of excellence. Dr. Chery Mae L. Limbaco, our Schools Division Superintendent(**or her Authorized Representative**), together with the School Principal/Head, _____, GPTA President, _____, and Guest Speaker, _____, are requested to be on stage for the **AWARDING OF ACADEMIC HONORS AND SPECIAL AWARDS**.
- (Call names of awardees)
- EMCEE : Congratulations to our Academic Awardees and their parents. A big hand for their exemplary achievements!
- VII. EMCEE : For the **MESSAGE OF GRATITUDE**, let us listen to our learner with Highest Honors, (*name of student*). Let us give him/her a round of applause!
- (Message of Gratitude)
- VII. EMCEE : To inspire our graduates, may I call in the School Principal _____ to introduce our **GUEST SPEAKER**. A round of applause!
- (Introduction of Guest Speaker)
(Message of Guest Speaker)
- EMCEE : Thank you very much, sir/ma'am, for such a heartwarming message.
- VIII. EMCEE : May I call in _____, to lead the Pledge of Loyalty.
- IX. Graduation Song : At this juncture, we shall listen to the graduates with their rendition of _____, with Mr./Ms. _____, conducting.
- X. Acknowledgement: The Assistant School Principal, Mr./Ms. _____, will now acknowledge the various people behind the success of this affair. A big hand, please!
- XI. EMCEE : As we formally close this event, may I call again our School Principal Dr./Mr./Mrs. _____

Principal : With the Recessional March, the ____ Senior High School Graduation Ceremony of ____ (**name of school**) is hereby concluded.

XI. EMCEE : Ladies and gentlemen, **THE RECESSIONAL...**

Recessional March

Colors

School Banner/Mace

Dignitaries



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

SENIOR HIGH SCHOOL GRADUATION RITES
__th Graduation Ceremony
April ____, 2020

Proccessional	
National Anthem	
Prayer	
Regional Hymn	
Cagayan de Oro March	
Opening Remarks	School Head
Welcome Message	With High Honors
Presentation & Confirmation of the Candidates for Graduation	School Head SDS or her authorized representative
Distribution of Certificates of Graduation	SDS or her authorized representative
Message of Sec. Leonor M. Briones	SDS or her authorized representative
Awarding of Academic Honors and Special Awards	SDS or her authorized representative, School Head, GPTA President, Guest Speaker
Message of Gratitude	With Highest Honors
Introduction of the Guest Speaker	School Head
Message	Guest Speaker
Pledge of Loyalty	
Graduation Song	The Graduates
Acknowledgement	
Closing Remarks	School Head
Recessional	



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