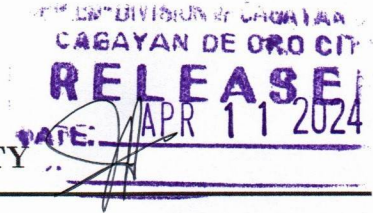




Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



**Office of the Schools Division Superintendent**

**08 April 2024**

DIVISION MEMORANDUM

No. 261 s.2024

**REITERATION OF THE POLICY GUIDELINES RELATIVE TO THE CONDUCT OF  
GRADUATION AND MOVING UP CEREMONY OUTSIDE SCHOOL PREMISES**

TO: CID/SGOD Chiefs  
CID/SGOD Personnel  
School Heads  
All Others Concerned

1. Relative to various requests to conduct Graduation and Moving Up Ceremony outside the schools, the field is hereby reminded on its strict adherence on the following guidelines pursuant *DepED Order No.8 S. 2017*:
  - a. Proper consultation with the parents shall be conducted and a signed PTA Resolution on the agreed venue shall be considered prior to the event.
  - b. All teaching and non-teaching personnel shall not be involved in the collection of any graduation/moving up/ closing ceremony fees and any kind of contribution.
  - c. All agreed fees by the parents shall be considered voluntary; hence, non-payment of such fees shall not preclude any learners from joining the ceremony.
2. This Office directs the immediate and wide dissemination of this Memorandum.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As stated

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

GRADUATION MOVING UP CEREMONY

JL/DM- Reiteration on the Policy Guidelines Relative to the Conduct of Graduation and Moving Up Ceremony Outside School Premises