



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

February 24, 2026

DIVISION MEMORANDUM
No. 107, s. 2026

**SUBMISSION OF REQUEST FOR ISSUANCE OF SPECIAL ORDER (SO)
FOR GRADUATING GRADE 12 LEARNERS**

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Division Private School Coordinator
BiPSU LHS Chairperson
Private School Administrators and School Heads
All Others Concerned

1. In preparation for the upcoming Senior High School completion exercises, all concerned private secondary schools and State Universities and Colleges (SUCs) are hereby instructed to submit their requests for the issuance of Special Orders (SO) for graduating Grade 12 learners for School Year 2025–2026.
2. Pursuant to the policies and guidelines of the Department of Education on the issuance of Special Orders for private schools, the SO is a requirement for the validity of graduation and the issuance of learner credentials. This ensures that graduating learners have met all curricular, academic, and regulatory requirements prescribed under the Senior High School program.
3. State Universities and Colleges (SUCs) and private schools shall submit the following documents:
 - a. Formal request letter signed by the School Head/Administrator;
 - b. List of Qualified Learners for Graduation (hard and soft copy);
 - c. School Form 5 (Report on Promotion) of graduating learners; and
 - d. Other supporting documents as may be required by the School Governance and Operations Division (SGOD).



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NOTE: All documents must be certified true and correct by the School Head.

4. All requests shall be submitted to the Office of the School Governance and Operations Division (SGOD), School Mgt. M&E Section, Schools Division Office of Biliran, **on or before March 2, 2026.**
5. Schools are advised to ensure the completeness and accuracy of submitted documents to avoid delays in the processing and issuance of the Special Order.
6. To ensure compliance, school heads shall submit the soft copy of the required documents to **mebiliran@deped.gov.ph.**
7. Immediate and wide dissemination of this Memorandum is desired.


ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent *RS*

