



Republic of the Philippines
Department of Education

17 MAR 2016

DepEd O R D E R
No. **15** s. 2016

**CLARIFICATIONS AND ADDITIONAL INFORMATION TO DEPED ORDER NO. 7, S. 2016
(School Year (SY) 2015-2016 End of School Year Rites)**

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

1. In relation to DepEd Order No. 7, s. 2016 entitled *School Year (SY) 2015-2016 End of School Year Rites*, the Department of Education (DepEd) issues the following clarifications:

- a. **For private elementary and secondary schools, technical-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 Superintendents (SDS) is not required.
- b. **For public elementary and secondary schools** – The use of the enclosed completion certificate and diploma templates **is required**.

2. Awarding of honors to learners from Grades 1 to 12 may be conducted during the end-of-school-year rites and shall follow the guidelines stipulated in DepEd Order No. 74, s. 2012 entitled *Selection of Honor Pupils and Students of Grades 1 to 10 of the K to 12 Basic Education Curriculum*, which shall remain in effect until SY 2015-2016. Furthermore, awarding of honors to learners from Grades 1 to 12 must observe the following:

- a. Candidates for honors from Grades 1 to 12 shall be top ten learners whose General Average is 90 and above. The candidates for honors must not have a Final Grade or Final Rating lower than 85 and a grade lower than 80 in any quarter;
- b. The General Average shall be computed up to three decimal places; and
- c. To determine the top ten, learners shall be ranked using the 7-3 point scheme (7 points for academic performance and 3 points for co-curricular activities). The titles for learners with honors including valedictorian, salutatorian, first honorable mention, and so forth shall be used for Grade 6 and Grade 12 graduates **but not for Grade 10 completers**. In case of a tie, candidates shall be declared in the same honor ranking.

3. DepEd Order No. 8, s. 2015 entitled *Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program* states that the General Average is computed by dividing the sum of all final grades by the total number of learning areas in the grade level. For Grades 5 and 6 learners under the Basic Education Curriculum (BEC), the five subjects (English, Science and Health, Mathematics, Filipino, and Makabayan) shall be used until the duration of its implementation. This shall be followed for all succeeding reports in relation to learner's promotion, learning progress, and achievement.
4. Immediate dissemination of and strict compliance with this Order is directed.



BR. ARMIN A. LUSTRO FSC
Secretary

Encls.:

As stated

References:

DepEd Order: (Nos. 7, s. 2016; 8, s. 2015 and 74, s. 2012)

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

CHANGE
GRADUATION
LEARNERS
POLICY
RATING
SCHOOLS
STRAND: Curriculum and Instruction

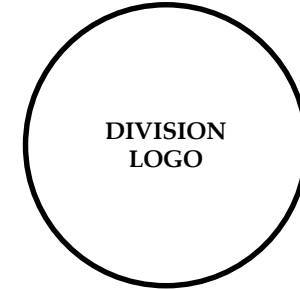
Sally: R:DM-clarification and additional info. to DO No. 7, s. 2016
0175-March 14, 2016

(Enclosure No. 1 to DepEd Order No. 15, s. 2016)

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 Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School 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-1 ng Abril 2016.
Signed in Xxxxxxxxxx, Philippines on the 1st day of April 2016.

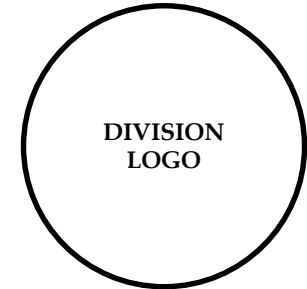
XXXXXXXXXX
Punong-Guro
Principal

XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

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 pagtatapos ng Junior High School na itinakda para sa
has satisfactorily completed the requirements for Junior High School 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-1 ng Abril 2016.
Signed in Xxxxxxxxxx, Philippines on the 1st day of April 2016.

XXXXXXXXXX
Punong-Guro
Principal

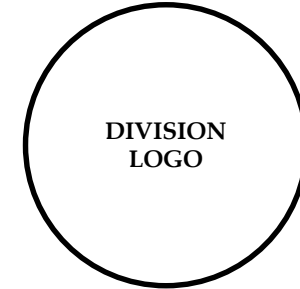
XXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

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 AND 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-1 ng Abril 2016.
Signed in Xxxxxxxxxx, Philippines on the 1st day of April 2016.

XXXXXXXXXXXX
Punong-Guro

XXXXXXXXXXXX
Pansangay na Tagapamanihala ng mga Paaralan