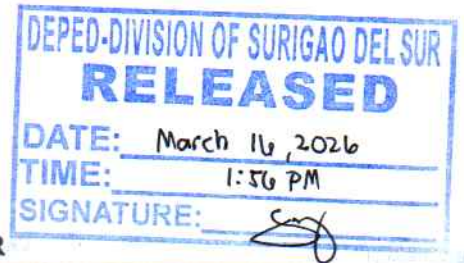




Republic of the Philippines  
**Department of Education**

Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**



**Office of the Schools Division Superintendent**

**March 16, 2026**


Division MEMORANDUM

No. 099 s. 2026

**SUBMISSION OF GRADUATION DOCUMENTS AND SCHEDULES FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
PSDSs/DICs  
Public and Private School Heads (Elementary and Secondary)  
All Others Concerned

1. In preparation for the conduct of the End-of-School-Year (EOSY) rites for School Year 2025-2026, all public elementary and secondary schools in the division are hereby directed to submit the following documents to the Office of the Schools Division Superintendent (SDS) for proper review, approval, and signature:
  - a. Grade 12 Diplomas and Certificates of Completion for Kindergarten, Grades 6 and 10 for the signature of the Schools Division Superintendent;
  - b. Graduation and Moving-Up Ceremony Schedule for approval by the Schools Division Superintendent; and
  - c. Graduation and Moving-Up Program to serve as guide in the proper scheduling and deployment of Division Monitors tasked to confirm the list of graduates and completers.
2. The submission of the above-mentioned documents shall ensure proper coordination, orderly conduct of ceremonies, and timely confirmation of graduates and completers across all schools in the division.
3. All PSDSs, DICs and School Heads are advised to ensure the accuracy and completeness of all documents prior to submission. These shall be submitted to the Office of the Schools Division Superintendent on or before March 27, 2026.
4. Immediate and strict compliance with this Memorandum is hereby directed.

  
**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

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Encl.: None

References:

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

Graduation

CTCCC/ SUBMISSION OF GRADUATION DOCUMENTS AND SCHEDULES FOR SCHOOL YEAR 2025–2026  
\_\_\_\_\_ / March 16, 2026