



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY

SPECIAL ORDER Requirements
(Reference: RM 155, S. 2019)

Name of School: _____

School Year: _____

Track: (Please check) ☐ Academic
☐ TVL

Strand: _____

Strand: _____

(For TVL Specialization): _____

- _____ Graduation Form (Form 9)
- _____ Form 137 (previous school and current school)
- _____ Photocopy of Government Permit (per track, strand, specialization)
- _____ Certified True Copy of Birth Certificate (PSA/NSO)
- _____ Photocopy of Government Permit (per track, strand, specialization)
- _____ Summer Class Permit (for those schools which offered summer class)
- _____ Certification/ report card for students with summer class
- _____ List of graduating students (hard and soft copy, to be certified by the School Head)
- _____ Alphabetical: Male and Female
- _____ Per section, track, strand, specialization
- _____ Flash drive (containing list of graduating Grade 12 learners to be placed in a white envelop labelled with the name of school)
- _____ Other documents on curriculum offerings checked and evaluated by Division Checking Committee through the Senior High School Coordinator, EPS Maricel Malabanan

_____ Applications for Special Orders of qualified Grade 12 Learners shall be filed by the Schools to the SDO 15 calendar days before the end of the current academic year _____ (date submitted)

Documents to be submitted to Regional Office:

- _____ Attestation and Indorsement by SDO
- _____ Enrolment List
- _____ List of Graduating Students (per section, track/strand)
- _____ Form 9 (Graduation Form)

Findings:



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Recommendations:

Evaluated by:

HAIDI M. MORALES
SEPS-SMME

MARICEL P. MALABANAN
EPS-Science
SHS-Coordinator

Noted:

RIZA MAE S. SANCHEZ
EPS-SGOD