**SPECIAL ORDER Requirements**

**(Reference: RM 155, S. 2019)**

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Track: (*Please check*) Academic Strand: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TVL 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:**

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Evaluated by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HAIDI M. MORALES** **MARICEL P. MALABANAN**

SEPS-SMME EPS-Science

SHS-Coordinator

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RIZA MAE S. SANCHEZ**

EPS-SGOD