



2 April 2024

Division Memorandum

No. 115, s. 2024


**TEMPLATE OF THE CERTIFICATE OF GRADUATION
FOR SCHOOL YEAR 2023-2024**

To: Assistant Schools Division Superintendent
Chiefs (SGOD, CTD)
Education Program Supervisors
Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. Pursuant to the issuance of DepEd Order No. 003, s. 2024 "Amendment to DepEd Order No. 022, s. 2023 (*Implementing Guidelines Rites for School Calendar of Activities for the School Year 2023-2024*)", and in preparation for the upcoming End of School Year (EOSY) Rites for School Year 2023-2024 which shall be conducted from May 29 to 31, 2024, this office hereby issues clarification on the following details for the finalization of the Certificate of Graduation:

a. The date on the certificates to be issued must be
May 31, 2024

2. Enclosed is a sample template of the Certificate for your reference.
3. For further inquiries and clarifications, you may visit the School Governance and Operations Division (SGOD).
4. Immediate dissemination of this Memorandum is desired.


LOURMA I. POCULAN, CESO VI
OIC Schools Division Superintendent

/Div.Memo/SocMob SGOD/ init.mmpm/SGOD Chief
Control No. 04/02//2024

