



Republic of the Philippines
Department of Education

05 MAR 2018

DepEd O R D E R
No. **10**, s. 2018

**GUIDELINES ON THE ISSUANCE OF SPECIAL ORDERS FOR THE APPROVAL
OF THE ELIGIBILITY FOR GRADUATION FROM SENIOR HIGH SCHOOL
OF GRADE 12 LEARNERS ENROLLED IN PRIVATE SCHOOLS/
COLLEGES AND TECHNICAL-VOCATIONAL INSTITUTIONS
FOR SCHOOL YEAR 2017-2018**

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

1. The Department of Education (DepEd) issues the **Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical-Vocational Institutions (TVIs) for School Year (SY) 2017-2018**.
2. For the information and proper guidance of all concerned, the regional offices (ROs) are hereby authorized to issue special orders to schools that were issued provisional permits to operate in SY 2016-2017 or prior to this school year for the graduation of qualified Grade 12 learners. The Central Office shall be responsible for the issuance of special orders for Philippine Schools Overseas (PSOs).
3. The issuance of special orders shall follow the same guidelines stipulated in DepEd Order No. 88, s. 2010, or the Revised Manual of Regulations for Private Schools in Basic Education, except for the timeline of application for special orders.
4. Applications for special orders of qualified Grade 12 learners for SY 2017-2018 shall be filed by the school through the schools division office (SDO) at least 15 calendar days before the end of the current academic year. This shall be processed by the RO and returned to the school through the SDO within seven calendar days from the receipt of application. For PSOs, the same timeline applies for the application and the subsequent issuance of the special order with the Bureau of Curriculum Development processing the said application.
5. A separate DepEd Order shall be issued on the requirements for the issuance of certificates of recognition to private schools/colleges and TVIs offering the SHS Program.
6. Immediate dissemination of and compliance with this Order is directed.

LEONOR MAGTOLIS-BRIONES
Secretary

References:

DepEd Order No. 88, s. 2010

DepEd Memorandum No. 4, s. 2014

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

AUTHORITY

LEGISLATION

PERMIT

POLICY

RULES AND REGULATIONS

SCHOOLS

SENIOR HIGH SCHOOLS

TECHNICAL EDUCATION

VOCATIONAL EDUCATION

APA/MCR-Do-Guidelines on the Issuance of Special Order...
0138/February 16, 2018/3-1-18/3-2