



Department of Education

Region V

DIVISION OF CAMARINES SUR


Freedom Sports Complex, San Jose, Pili, Camarines Sur

Tele/Fax 477-33-51



MEMORANDUM

To : Assistant Schools Division Superintendents
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

From :  **ARNULFO M. BALANE, CESO V**
Schools Division Superintendent

Subject : **END OF SCHOOL YEAR RITES EXPENSES**

Date : March 5, 2018

This office hereby issues this memorandum to guide the School heads in preparing their activity proposals for graduation/recognition/moving-up or completion for CY 2018 and thereafter. The following are the allowable and eligible expense items that can be charged to respective school MOOE at a rate of **P250.00 per graduating student**:

1. Food – P80.00 per guest (maximum of 10 guests) and per teacher
2. Sound System rental (only for schools without their own sound system) – P1,500.00 to P3,500.00 (depending on the school size and location)
3. Stage decoration – P2,500.00 to P5,000.00 (depending on the size of the school)
4. Tarpaulin to be used as backdrop – P500.00 to P1,500.00 (depending on the size)
5. Token to speaker – P1,000.00 and below
6. Diploma with logo per template provided in DepEd Order No. 6 s.2018 – P50.00 to P60.00 (depending on the number of copies/students)
7. Diploma jacket – P50.00 and below
8. Simple Invitation/Program – P30.00 and below
9. Medals in accordance with specifications per DepEd Order No. 36 s.2016 – P120.00 to P140.00 depending on the number of medals (breakdown of regular and special awards or Award Titles of medals should be attached to the proposal as reference)
10. Completion Certificates for kindergarten and Grade 10 – P50.00 and below (depending on the number of copies/students)
11. Certificate of Awards – P10.00 and below (depending on the kind/quality of paper used)
12. Ribbons – P8.00 to P10.00 (for Grade 6 and Grade 12). This should not be given as awards especially in other grade levels during recognition and completion ceremony per DepEd Order No. 36 s.2016 section III.

Expenses for the yearbook, toga, mass stipend, and cash stipend for speaker cannot be charged against the school MOOE fund.



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Pursuant to DepEd Order No. 6 s.2018, graduation rites should be simple but meaningful which encourage civil rights, a sense of community, and personal responsibility. Moving Up or Closing Ceremonies should be simple involving only the learners, their parents and the school.

Graduation and Moving Up/Completion may be held in the same day to minimize the cost for stage decoration, sound system, program/invitations etc.

For compliance and guidance of all concerned.

ONE Vision and Mission
ONE Camarines Sur Division
ONE Goal: Quality Education