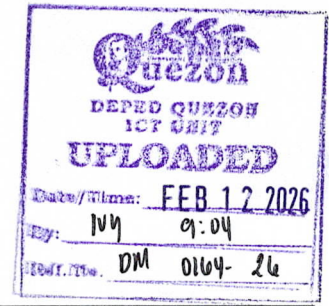




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 February 2026

DIVISION MEMORANDUM

No. 0104, s. 2026

END OF THE SCHOOL YEAR 2025-2026 ACTIVITIES

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

1. In relation to the recent issuances of the Department, all public and private schools in this Division shall be guided by the following instructions related to the end of the school year activities, to wit:
 - a. **Learner Information System – End of the School Year (EOSY)**
 - a.1. Updating of LIS-EOSY for SY 2025-2026 shall be done once the system opens.
 - a.2. Weekly status shall be released thru series of Memoranda;
 - a.3. All schools are expected to finalize their LIS-EOSY on or before **May 22, 2026** (Division deadline) subject to some adjustment/s if necessary;
 - a.4. The Division Planning unit will provide technical assistance on updating the End of the School Year (EOSY) in the Learner Information System;
 - b. **Preparation and checking of Forms** as per **DepEd Order No 11, s. 2018** or the Guidelines on the Preparation and Checking of School Forms;

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Region IV-A
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b.1. Division Checking Committee (DCC):

b.1.1. The composition of the Division Checking Committee (DCC) is as follows:

Chairperson	Walter F. Galarosa – OIC-CID Chief
Vice Chairperson	Juanito A. Merle – SGOD Chief Public Schools District Supervisors
Members	Paul Clifford Marquez – SEPS Jaime F. Zara – EPS Akimi Therese M. Asano – OIC-Planning Officer

b.1.2. To facilitate timely, consistent, efficient and quality checking of school forms, the Division will implement per municipality approach in the division level checking of forms.

b.1.3. Public Schools District Supervisors shall serve as Vice Chairperson of Division Checking Committee in their respective districts. As such, PSDS are to deputized members to represent the members as stated above (such as District LIS Coordinator etc) to ensure efficiency and timely conduct of the activity. Likewise, PSDS shall sign all applicable forms in behalf of the DCC Chair including private schools;

b.1.4. The DCC shall conduct the checking of forms prior to the school's schedule of the moving up ceremony/commencement exercises (Kinder, Grades 6, 10 & 12). The checking of forms for other grade levels may start after the 4th quarter examination.

b.1.5. Division Checking Committee or its deputized member shall follow the size of the school in identifying the number of classes to be checked and read. Please see the attached list of schools with their corresponding school size **(Enclosure 1)**.

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Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

b.2. The School Checking Committee (SCC):

b.2.1. The School Head as the Chair of the SCC has the discretion to reconstitute the members of the committee, except for the LIS Coordinator as one of the two co-chairs;

b.2.2. The SCC shall be responsible for checking the school records, making necessary adjustments, and affixing signatures in the School Form 5 (Report on Promotion);

b.2.3. All **school form checking activities shall be completed before the 30-day Mandatory EOSY Break for teachers;**

b.2.3. After the DCC checks the school forms, the SCC shall submit copies of the following forms to the DCC on or before **June 15, 2026**. Due to the size of the Division, school forms shall be consolidated by the Public Schools District Supervisors through the District LIS Coordinators or designated non-teaching personnel for submission to the Division.

Concerned Personnel/Unit	School Forms
Schools District (PSDS)	<ul style="list-style-type: none"> • SF4 (June and October 2025, and March 2026), SF5 & SF6 in spreadsheet and one hardcopy • SFCR1 & 2 – in hardcopy
Division (Planning)	<ul style="list-style-type: none"> • SF4 (June and October 2025, and March 2026), SF5 & SF6, SFCR 2 – in spreadsheet via email sdo.quezon.planning@deped.gov.ph and sdo.quezon.sf@deped.gov.ph • (Please see attached file name format in Enclosure 2)
Division (Records)	<ul style="list-style-type: none"> • SF5 – scanned (PDF file) via email sdo.quezon.records@deped.gov.ph • (Please see attached file name format in Enclosure 2)

**Only the Schools District shall send the consolidated files*

b.3 Concerning **number of class days** to be reflected in School Form 9 (though SF9 should not read in the Checking of School Form), DO No. 12, s. 2025 *Re: Multi-year*

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Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Implementing Guidelines on the School Calendar and Activities should be followed as enumerated below. **Declared holidays or suspension of classes shall be deducted.**

Month	No. of Days
June	11
July	23
August	20
September	22
October	23
November	21
December	14
January	21
February	19
March	23

**Provincial holiday/s not yet deducted*

- c. The conduct of the **End of the School Year Rites for School Year 2025–2026** is scheduled on **March 30–31, 2026**; however, schools may conduct the activity earlier on **March 28–29, 2026**. Each school shall submit its confirmed schedule to the district for consolidation. District consolidated reports shall be submitted through the following link: <https://tinyurl.com/QuezonEOSYRites25-26>. The official theme, as prescribed by the DepEd Central and Regional Offices, shall be issued under a separate memorandum. The ceremonies shall adhere to the policies outlined in DepEd Order No. 9, s. 2023, as follows:

c.1. Graduation and Moving Up Ceremonies though mark a milestone in the lives of the learners, shall be simple yet meaningful. There shall be no excessive spending, extravagant attires, or extraordinary venues;

c.2. Casual or formal wear, or school uniform, shall be the recommended moving up/graduation attire. The use of toga or sablay may also be allowed as an additional garb. White toga shall be used for Senior High School Graduates;

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Republic of the Philippines
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Region IV-A
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c.3. Moving up or Graduation rites shall follow the attached Program Flow and be conducted in an appropriate and solemn ceremony befitting the graduating students;

c.4. Non-academic projects articulated in DO No. 66, s. 2017, entitled Implementing Guidelines on the Conduct of Off-Campus Activities such as attendance to field trips, film showing, JS Promenade and other school events should not be imposed as requirements for graduation or completion; and

c.5. For Public Schools, expenses relative to the activity shall be charged against School MOOE/local Funds, subject to existing accounting and auditing rules and regulations. No DepEd personnel shall be allowed to collect any kind of contribution or fee for graduation, moving up or completion ceremony.

d. EOSY Rites Awards, Certificates and Messages

d.1. Guidelines on awarding of honors to learners from Grades 1 to 12 as stipulated in DO No. 36, s. 2016, entitled Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program, shall be followed;

d.2. Academic Excellence Awards for Grades 1 to 12 and Performance Awards for Kindergarten must be arranged in alphabetical order within categories, not from highest to lowest average grade;

d.3. For uniformity the standard Diploma or Certificate of Completion to be distributed can be accessed thru <https://tinyurl.com/QuezonEOSY2526>; and

d.4. The EOSY Rites Messages of the DepEd Secretary and Schools Division Superintendent will also be available in the above link.

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Republic of the Philippines
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Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

2. All personnel involved in the LIS and BEIS in all public schools, districts and division offices, are allowed to render overtime services pay during weekdays, weekends, and holidays when necessary to meet the target schedules. At the school level, these OT services can be converted to service credits as provided in DepEd Order No. 58, s. 2008 and DepEd Order No. 10, s. 2009. Supporting documents shall be submitted immediately after the conduct of LIS activities.

3. Widest dissemination of, and strict compliance with this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

paratma2/12/2026

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Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure 1

Sizes of Schools

School Size Sampling Guide

Size of School Based on combined enrollment in the priority grade levels	Priority Grade Levels		Other Grade Levels Minimum No. of Classes
	Percentage	Estimated Minimum No. of Classes	
Very small (99 and below)	100%	All	2
Small (100 to 299)	50%	4	2
Medium(300 to 499)	30%	5	2
Large (500 to 799)	20%	6	3
Very Large (800 to 999)	10%	7	4
Huge (1,000 and above)	5%	8	5

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Enclosure 2

School Forms (Spreadsheet) File Name

School Form 4
SF4_PUBLIC_ELEM_DISTRICT NAME_SCHOOL NAME_MONTH_GRADE LEVEL
SF4_PUBLIC_JHS_DISTRICT NAME_SCHOOL NAME_MONTH_GRADE LEVEL
SF4_PUBLIC_SHS_DISTRICT NAME_SCHOOL NAME_MONTH_GRADE LEVEL
SF4_PRIVATE_ELEM_DISTRICT NAME_SCHOOL NAME_MONTH_GRADE LEVEL
SF4_PRIVATE_JHS_DISTRICT NAME_SCHOOL NAME_MONTH_GRADE LEVEL
SF4_PRIVATE_SHS_DISTRICT NAME_SCHOOL NAME_MONTH_GRADE LEVEL
SF 5 (Kinder & Elementary)
SF5_PUBLIC_ELEMENTARY_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL
SF5_PRIVATE_ELEMENTARY_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL
SF 5 (Junior High School)
SF5_PUBLIC_JHS_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL_SECTION
SF5_PRIVATE_JHS_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL_SECTION
SF 5A & 5B (Senior High School)
SF5A_PUBLIC_SHS_SEM_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL_SECTION
SF5A_PRIVATE_SHS_SEM_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL_SECTION
SF5B_PUBLIC_SHS_SEM_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL_SECTION
SF5B_PRIVATE_SHS_SEM_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL_SECTION
School Form 6
SF6_PUBLIC_ELEM_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL
SF6_PUBLIC_JHS_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL
SF6_PUBLIC_SHS_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL
SF6_PRIVATE_ELEM_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL
SF6_PRIVATE_JHS_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL
SF6_PRIVATE_SHS_DISTRICT NAME_SCHOOL NAME_GRADE LEVEL
SFCR
SFCR(Number)_PUBLIC_ELEM_DISTRICT NAME
SFCR(Number)_PUBLIC_JHS_DISTRICT NAME
SFCR(Number)_PUBLIC_SHS_DISTRICT NAME
SFCR(Number)_PRIVATE_ELEM_DISTRICT NAME
SFCR(Number)_PRIVATE_JHS_DISTRICT NAME
SFCR(Number)_PRIVATE_SHS_DISTRICT NAME

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**Suggested Consolidation Format of PDF file SCANNED COPY of School Forms 5
(Consolidated by district to be submitted thru sdo.quezon.records@deped.gov.ph)**

Public Schools

-  Sub Folder <File Name (ALL CAPS): DISTRICT **ELEMENTARY**>
 -  Sub Folder <File Name (ALL CAPS): District_School A Name_SCH ID>
 -  Pdf File <File Name (ALL CAPS): SCHOOL A ES NAME_GRADE LEVEL_SECTION NAME
 -  Pdf File <File Name (ALL CAPS): SCHOOL A ES NAME_GRADE LEVEL_SECTION NAME
 -  Sub Folder <File Name (ALL CAPS): District_School B Name_SCH ID>
 -  Pdf File <File Name (ALL CAPS): SCHOOL B ES NAME_GRADE 1_SECTION ROSE
 -  Pdf File <File Name (ALL CAPS): SCHOOL B ES NAME_GRADE 2_SECTION ILANG ILANG
-  Sub Folder <File Name (ALL CAPS): DISTRICT **JUNIOR HIGH SCHOOL**>
 -  Sub Folder <File Name (ALL CAPS): District_School A Name_SCH ID>
 -  Pdf File <File Name (ALL CAPS): SCHOOL A ES NAME_GRADE 7_SECTION A
 -  Pdf File <File Name (ALL CAPS): SCHOOL A ES NAME_GRADE 8_SECTION B
 -  Sub Folder <File Name (ALL CAPS): District_School B Name_SCH ID>
 -  Pdf File <File Name (ALL CAPS): SCHOOL B ES NAME_GRADE 7_SECTION NAME
 -  Pdf File <File Name (ALL CAPS): SCHOOL B ES NAME_GRADE 8_SECTION NAME
-  Sub Folder <File Name (ALL CAPS): DISTRICT **SENIOR HIGH SCHOOL**>
 -  Sub Folder <File Name (ALL CAPS): SF5A_District_School A Name_SCH ID>
 -  Pdf File <File Name (ALL CAPS): SF5A_SEM_SCHOOL A ES NAME_GRADE 11_SECTION A
 -  Pdf File <File Name (ALL CAPS): SF5A_SEM_SCHOOL A ES NAME_GRADE 11_SECTION B
 -  Sub Folder <File Name (ALL CAPS): SF5B_District_School B Name_SCH ID>
 -  Pdf File <File Name (ALL CAPS): SF5B_SEM_SCHOOL B ES NAME_GRADE 11_SECTION NAME
 -  Pdf File <File Name (ALL CAPS): SF5B_SEM_SCHOOL B ES NAME_GRADE 12_SECTION NAME

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Private Schools

-  Sub Folder <File Name (ALL CAPS): DISTRICT **ELEMENTARY**>
 -  Sub Folder <File Name (ALL CAPS): District_School A Name_SCH ID>
 -  Pdf File <File Name (ALL CAPS): SCHOOL A ES NAME_GRADE LEVEL_SECTION NAME
 -  Pdf File <File Name (ALL CAPS): SCHOOL A ES NAME_GRADE LEVEL_SECTION NAME
 -  Sub Folder <File Name (ALL CAPS): District_School B Name_SCH ID>
 -  Pdf File <File Name (ALL CAPS): SCHOOL B ES NAME_GRADE 1_SECTION ROSE
 -  Pdf File <File Name (ALL CAPS): SCHOOL B ES NAME_GRADE 2_SECTION ILANG ILANG
-  Sub Folder <File Name (ALL CAPS): DISTRICT **JUNIOR HIGH SCHOOL**>
 -  Sub Folder <File Name (ALL CAPS): District_School A Name_SCH ID>
 -  Pdf File <File Name (ALL CAPS): SCHOOL A ES NAME_GRADE 7_SECTION A
 -  Pdf File <File Name (ALL CAPS): SCHOOL A ES NAME_GRADE 8_SECTION B
 -  Sub Folder <File Name (ALL CAPS): District_School B Name_SCH ID>
 -  Pdf File <File Name (ALL CAPS): SCHOOL B ES NAME_GRADE 7_SECTION NAME
 -  Pdf File <File Name (ALL CAPS): SCHOOL B ES NAME_GRADE 8_SECTION NAME
-  Sub Folder <File Name (ALL CAPS): DISTRICT **SENIOR HIGH SCHOOL**>
 -  Sub Folder <File Name (ALL CAPS): SF5A District_School A Name_SCH ID>
 -  Pdf File <File Name (ALL CAPS): SF5A_SCHOOL A NAME_SEM_GRADE 11_SECTION A
 -  Pdf File <File Name (ALL CAPS): SF5A_SCHOOL A NAME_SEM_GRADE 11_SECTION B
 -  Sub Folder <File Name (ALL CAPS): SF5B District_School B Name_SCH ID>
 -  Pdf File <File Name (ALL CAPS): SF5B_SCHOOL B NAME_SEM _GRADE 11_SECTION NAME
 -  Pdf File <File Name (ALL CAPS): SF5B_SCHOOL B NAME_SEM_GRADE 12_SECTION NAME

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Enclosure 3

Parts of Moving Up Ceremony:

- I. **Singing of the Philippine National Anthem**
 - o *Pambansang Awit*
- II. **Opening Prayer/Doxology**
 - o *Panalangin*
- III. **Songs**
 - o Bagong Pilipinas
 - o CALABARZON Hymn
 - o Lalawigan ng Quezon
 - o Other local songs
- IV. **Welcome Address – by preferably an honor pupil/student.**
This part shall not exceed 5 minutes.
- V. **Presentation of the learners moving up to the next grade level**
- VI. **Confirmation by the Schools Division Superintendent**

Rommel C. Bautista, CESO V
Schools Division Superintendent
(Authorized Representative of Schools Division Superintendent)
- VII. **Distribution of the actual Certificate of Completion/Card**
- VIII. **Distribution/Confirmation of Awards**
- IX. **Message (Student Representative with High/Highest Honors)**
- X. **Introduction of the Speaker (School Principal)**
- XI. **Inspirational Message – to be delivered by an invited parent/successful alumna or alumnus/partner/sponsor.**
The message shall not exceed 7 minutes.
- XII. **Song of Gratitude**
- XIII. **Closing Message**

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Enclosure 4

**PROGRAM FLOW FOR GRADUATION CEREMONIES
(Grades 6 and Grade 12)
Parts of the Ceremonies:**

- I. Processional** - *(The Graduating Class, Parents, Faculty, School Head and Guest)*
 - II. Entrance of Colors** - *(BSP/ GSP)*
 - III. Philippine National Anthem**
 - o *Pambansang Awit ng Pilipinas*
 - IV. Invocation/Opening Prayer/Doxology** - *(Batch Representative/s)*
 - o *Panalangin*
 - V. Songs**
 - o *Bagong Pilipinas*
 - o *CALABARZON Hymn*
 - o *Lalawigan ng Quezon*
 - o *Other local songs*
 - VI. Welcome Address** - **graduating student with High/Honors selected by the school committee in-charge of the ceremony**
 - o *Bating Pagtanggap*
 - VII. Presentation of Graduates** *(School Principal)*
 - o *Pagpapakilala ng mga Mag-aaral na Magsisipagtapos (Punongguro)*
 - VIII. Confirmation of the Graduates** - **by the Schools Division Superintendent**
 - o *Pagpapatibay sa mga Mag-aaral na Magsisipagtapos*
- Rommel C. Bautista, CESO V**
Schools Division Superintendent
(Authorized Representative of Schools Division Superintendent)
- IX. Distribution of Certificates of Completion**
 - o *Pamamahagi ng mga Katibayan*
 - X. Messages**
 - o *Mensahe ng Tagapamanihala ng Dibisyon ng mga Paaralan o Kinatawan*
 - o *Mensahe ng Regional Director o Kinatawan*
 - o *Kasalukuyang Punong ehekutibo ng lokal na pamahalaan o Kinatawan*

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Republic of the Philippines
Department of Education
Region IV-A
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- XI. Introduction of the Speaker** (*School Principal*)
- XII. Message** (*by an invited alumnus/alumna who can provide inspiration to the graduates with his/her success and/or achievements in life after his stint with the school*)
 - o *Mensahe ng Panauhing Pandangal*
- XIII. Awarding of Honors and Special Awards**
 - o *Pamamahagi ng mga Medalya ng Karangalan*
- XIV. Farewell Address (Student Representative with the Highest Honors)**
- XV. Pledge of Loyalty (Graduating student with Honors)**
 - o *Panata ng mga Nagsisipagtapos*
- XVI. Graduation Song**
 - o *Awit Pagtatapos*
- XVII. Recessional** - (*The Graduating Class, Parents, Faculty, School Head and Guest*)
- XVIII. Closing Remarks (Batch Representative)**
 - o *Pangwakas na Pananalita*

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