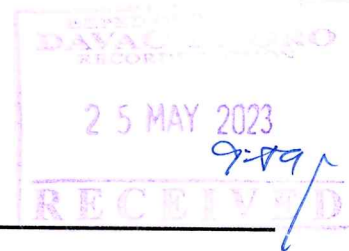




Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

22 May 2023

DIVISION MEMORANDUM


No. 453, s. 2023

**MOVING UP AND RECOGNITION CEREMONY PROGRAM AND EVALUATION
CHECKLIST**

TO: OIC, Assistant Schools Division Superintendent
Chiefs, Functional Division
All Education Program Supervisors
All Public Schools District Supervisors and District Coordinating Principals
Public and Private School Principals/Heads
All Others concerned

1. In accordance with DepEd Order No. 009, s. 2023 re: Reiteration on the Updated Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-of-School-Year Rites, this Office highly encourages all school heads to refer to the enclosed files for the program flow and few reminders that must be observed in holding the moving up and graduation ceremony.
2. All District Heads shall email the consolidated evaluation result on or before July 17, 2023 through smme.davaodeoro@deped.gov.ph.
3. Immediate and widest dissemination of this Memorandum is desired.


CRISTY C. EPE

Schools Division Superintendent 

Incl.: As Stated.



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph

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Evaluation Checklist for Moving Up/Graduation Ceremony

School Name:	Date of Moving up/ Graduation:
School Address:	School Head:

Instructions: Please share with us your honest evaluation with regards on the conduct of the activity. Your sincere evaluation will help us improve future Moving-up/Graduation Ceremonies for the benefit of the completers, the faculty, the administration, and the school in general.

Using the five-point rating scale (5 as the highest and 1 as the lowest), please check the number that best fits the rating for each criterion.

Legend:

Rating	Descriptive Value
5	Excellent
4	Very Satisfactory
3	Satisfactory
2	Fair
1	Needs Improvement

A.	PROGRAM	5	4	3	2	1
1.	Suggested format of the program was followed					
2.	Invitation was presentable and simple.					
3.	Punctuality was observed.					
4.	Discipline was maintained throughout the program.					
5.	All messages were delivered with excellence.					
6.	Principal/Head teacher introduced the guest speaker.					
7.	Message of the Guest Speaker was focus on the theme.					
8.	100% participation of the teachers in: Processional March Attending the whole duration of the program Recessional March					
9.	Attire of the participants (including parents) is appropriate for the activity.					
B.	ADHERENCE TO DEPED POLICY	5	4	3	2	1
1.	Graduation rites/Moving up is simple but meaningful involving only the learners, their parents, and the school.					
2.	Graduation rites is conducted with no excessive spending, extravagant attire, or extraordinary venue.					
3.	No collection policy has been made.					



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B.	ADHERENCE TO DEPED POLICY	5	4	3	2	1
4.	Non-academic projects (attendance to field trips, film showing, junior-senior proms and other school events) are not required as requirements for graduation or completion.					
5.	No official photographer takes photo during the program.					
C.	FACILITIES AND VENUE	5	4	3	2	1
1.	Stage is properly decorated					
2.	Tables and chairs in the stage are properly arranged.					
3.	Sound system is in good order throughout the duration of the program.					
4.	Arrangement of chairs of completers/graduates and parents provided enough space for free movement.					
D.	FOOD SERVICE					
E.	GENERAL ASSESMENT OF THE PROGRAM (Overall Impact)					

Suggestions/Recommendations:

Rated by:



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