



3. Issuance of special orders for graduation of private school learners

This service requires Private Schools/Colleges and Technical-Vocational Institutions (TVIs) to submit applications for Special Orders (SO) of qualified Grade 12 learners through the Schools Division Office (SDO). This application will be processed by DepEd Regional Office and returned to the school through the SDO.

Office or Division:	Quality Assurance Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Any private school within the Region with graduating students (Grade 12)			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
1. Application Documents (1 original each document) <ul style="list-style-type: none"> • Indorsement Letter from the SDS • Letter of intent addressed to the Regional Director through Channel • Attestation of Documents per school signed by the SGOD Chief and Schools Division Superintendent • Master list of Grade 12 learners qualified to graduate per section: track, strand, specialization 	DepEd SDO			
<ul style="list-style-type: none"> • SF 10 (Permanent Record) • Birth Certificate (NSO/PSA) • Approved Provisional Permit relative to specific school year of SO application 	Client			
<ul style="list-style-type: none"> • Generated SO Form from the SO creator software in four (4) copies with correct pagination 	DepEd SDO			
2.Action slip (1 original copy)	DepEd SDO			
3.Evaluation sheets (1 original copy)	DepEd SDO			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the complete school application documents from the SDO through the online link/email	1.1. Receive the application documents from SDOs through the online link/email	None	10 minutes	ADAS/ Records Officer

	1.2. Evaluate the documentary requirements 100% compliant - Proceed to the preparation of Special Order No - Return the application documents to concerned SDO	None	10 days	EPS
	1.3. Prepare the Special Order	None	3 days	EPS
	1.4. Submit the Special Order to the Chief Education Supervisor	None	10 minutes	EPS
	1.5. Review the details and affix initial	None	30 minutes	CES
	1.6. Return the documents to ADAS	None	5 minutes	CES
	1.7. Encode in the Data Tracking System, register in the office log book and forward the document to the ARD/RD's office for approval	None	30 minutes	ADAS
	1.8. Approve the Special Order	None	1 day	ARD RD
	1.9. Forward the approved documents to the record section	None	15 minutes	ORD's staff
2. Receive the approved Special Order	2.1. Release of the approved documents	None	25 minutes	Records Officer/ADAS
TOTAL:		None	13 days, 2 hours, 5 minutes	