
	Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OFFICE OF ALAMINOS CITY Alaminos City DIVISION MEMORANDUM		Document Code: SDO-ALC-OSDS- SDS- QF-001 Revision: 00 Effectivity Date: 11-16-2018
---	--	--	---

DIVISION MEMORANDUM
DM-2020- 128

To : Heads of Public and Private Elementary and Secondary Schools and Higher Education Institutions Offering Senior High School

From : The Office of the Schools Division Superintendent



Subject: **Adoption of Social Distancing Measures for the Remainder of School Year 2019- 2020 to Contribute to Meeting the Challenge of Containing and Managing COVID-19**

Date : March 11, 2020

1. In view of the official statement from DepEd dated March 10, 2020, the Schools Division Office (SDO) hereby issues the following guidelines to help contain and manage COVID-19:

Activity	Original Date	Adjusted Date
4 th Quarter Examination for Grades 6 and 12 and Grade 10	March 12-13, 2020	As scheduled
4 th Quarter Examination for Grades 1-5, Grades 7-9 and Grade 11	March 19-20, 2020	March 17-18, 2020
Graduation and Moving-up Rites (as scheduled per school)	March 30 and 31, 2020 April 1, 2020 April 2 and 3, 2020	April 13, 2020 April 14, 2020 April 15, 2020
Note: Please refer to Enclosure 1 for the revised list of names of confirming officials		

2. After the 4th quarter examinations have been taken, any further school requirements shall as far as practicable be done as home-based assignments. Any compelling need for teachers to require students to come to school shall observe applicable COVID-19 precautions (*paragraph 7 of the official statement from Secretary Briones*).
3. All books issued to learners may be returned on or before the scheduled dates of examinations.
4. No student clearance requirement shall be imposed.
5. All schools are strongly urged to make all graduation and moving-up rites as simple and as short as possible. Presentation of intermission numbers is discouraged. Recommended duration of the program is 1 to 1.5 hours and precautionary health measures be undertaken. Please refer to Enclosure 2 for the proposed parts of the graduation program.

	<p>Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OFFICE OF ALAMINOS CITY Alaminos City</p> <hr/> <p>DIVISION MEMORANDUM</p>		<p>Document Code: SDO-ALC-OSDS- SDS- QF-001 Revision: 00 Effectivity Date: 11-16-2018</p>
---	--	--	--

6. Private schools in the basic education level are highly encouraged to adopt these guidelines. Deviation from these guidelines will require private schools to submit a letter to the SDO and to indicate therein the details of the health measures to be undertaken.
7. The schedule of the checking of forms shall remain in effect.
8. For information and strict compliance.



DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent



**NEW LIST OF CONFIRMING OFFICIALS,
DATE & TIME OF GRADUATION / MOVING-UP /
COMPLETION RITES**

No.	SCHOOL	CONFIRMING OFFICIAL	DATE AND TIME
1	Alaminos CS	Mr. Aguedo C. Fernandez, CESO VI	April 15, 2020 – AM
2	Alos ES	Mrs. Elnora T. Raroque	April 13, 2020 – AM
3	Amandiego ES	Mr. Arleen R. Alcantara	April 13, 2020 – AM
4	Amangbangan ES	Dr. Miguel G. Gellado, Jr.	April 13, 2020 – AM
5	Balangobong ES	Mrs. Cecilia M. Nisperos	April 14, 2020 – PM
6	Balayang ES	Dr. Aleta C. Begonia	April 14, 2020 – AM
7	Baleyadaan ES	Dr. Edna C. Caserial	April 15, 2020 – AM
8	Bisocol ES	Dr. Adolfo B. Medrano	April 13, 2020 – PM
9	Bolaney ES	Mrs. Cecilia M. Nisperos	April 15, 2020 – AM
10	Bued ES	Dr. Miguel G. Gellado, Jr.	April 14, 2020 – AM
11	Cabatuan ES	Mrs. Cecilia M. Nisperos	April 14, 2020 – AM
12	Cayucay ES	Dr. Ronald B. Radoc	April 13, 2020 – PM
13	Dulacac ES	Mr. Arleen R. Alcantara	April 13, 2020 – PM
14	Inerangan ES	Ms. Elisa R. Ranoy	April 13, 2020 – AM
15	Landoc ES	Ms. Elisa R. Ranoy	April 15, 2020 – AM
16	Linmansangan ES	Dr. Adolfo B. Medrano	April 14, 2020 – AM
17	Longos ES (Kinder only)	Mr. Edward Finez	April 15, 2020 – AM
18	Lucap ES	Mrs. Cecilia M. Nisperos	April 13, 2020 – AM
19	Maawi ES	Dr. Aleta C. Begonia	April 13, 2020 – PM
20	Magsaysay ES	Dr. Arturo R. Viray	April 13, 2020 – AM
21	Maliga ES	Dr. Adolfo B. Medrano	April 14, 2020 – PM
22	Mona ES	Dr. Ronald B. Radoc	April 14, 2020 – PM
23	Palamis Es	Dr. Orlando I. Guerrero	April 13, 2020 – PM
24	Pandan ES	Dr. Edna C. Caserial	April 13, 2020 – PM
25	Pangapisan IS	Dr. Ronald B. Radoc	April 14, 2020 – AM
26	Pogo ES	Dr. Miguel G. Gellado, Jr.	April 15, 2020 – AM
27	Polo ES	Dr. Wilfredo E. Sindayen	April 14, 2020 – AM
28	Popantay ES	Mrs. Elnora T. Raroque	April 15, 2020 – AM
29	Quibuar ES	Dr. Aleta C. Begonia	April 13, 2020 – AM
30	Sabangan ES	Dr. Edna C. Caserial	April 14, 2020 – AM
31	San Jose ES	Dr. Miguel G. Gellado, Jr.	April 15, 2020 – PM
32	San Roque ES	Ms. Elisa R. Ranoy	April 14, 2020 – AM
33	San Vicente ES	Dr. Wilfredo E. Sindayen	April 13, 2020 – AM
34	Sta. Maria ES	Mr. Arleen R. Alcantara	April 14, 2020 – AM
35	Tangcarang ES	Mrs. Elnora T. Raroque	April 14, 2020 – AM
36	Tawintawin ES	Ms. Elisa R. Ranoy	April 15, 2020 – PM
37	Telbang ES	Mr. Aguedo C. Fernandez, CESO VI	April 13, 2020 – AM
38	Victoria ES	Dr. Edna C. Caserial	April 13, 2020 – AM
39	Alaminos City NHS	Dr. Lorna G. Bugayong, CESO VI	April 15, 2020 – AM
40	Alos NHS	Mr. Arleen R. Alcantara	April 15, 2020 – PM
41	Cayucay NHS	Dr. Ronald B. Radoc	April 13, 2020 – AM
42	IQCHS	Dr. Orlando I. Guerrero	April 14, 2020 – PM
43	Inerangan NHS	Dr. Adolfo B. Medrano	April 13, 2020 – AM
44	Polo NHS	Dr. Orlando I. Guerrero	April 13, 2020 – AM
45	San Vicente NHS	Dr. Arturo R. Viray	April 13, 2020 – PM
46	Telbang NHS	Dr. Lorna G. Bugayong, CESO VI	April 13, 2020 – PM

Approved:


LORNA G. BUGAYONG PhD CESO VI
 Schools Division Superintendent

Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY
Poblacion, Alaminos City, Pangasinan



PARTS OF THE CLOSING / GRADUATION PROGRAM

1. Processional March
2. Pambansang Awit
3. Prayer
4. Welcome Remarks – School Head
5. Presentation of Candidates for Graduation
6. Acceptance and Confirmation – Confirming Official
7. Distribution of Certificates to the Graduates
8. Introduction of the Guest of Honor and Speaker
9. Speech of the Guest of Honor and Speaker
10. Awarding of Certificate of Appreciation to the Guest of Honor and Speaker
11. Awarding of Medals to the Honor Graduates
12. Pledge of the Graduates
13. Graduation Song
14. Words of Thanks/Gratitude (Optional)