



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF QUEZON CITY
ERNESTO RONDON HIGH SCHOOL
ROAD 3, PROJECT 6, QUEZON CITY

February 25, 2026

SCHOOL MEMORANDUM
No. 009, s. 2026

END OF SCHOOL YEAR (EOSY) ACTIVITIES SY 2025-2026

To: Department Heads/ Subject Coordinators
Teaching and Non-Teaching Personnel
Parent and Teacher Association
All Others Concerned

1. In consonance with **DepEd Order No. 15, s. 2025**, titled "*Multi-Year Implementing Guidelines on the School Calendar and Activities*," this Office hereby informs all concerned of the upcoming End-of-School-Year (EOSY) Activities for SY 2025–2026.
2. Annexes A and B are attached for your reference and guidance:
 - a. **Annex A** – Detailed Calendar of EOSY Activities for SY 2025–2026
 - b. **Annex B** – Technical Working Group (TWG) Committees for the Grade 10 Moving-Up and Grade 12 Graduation Ceremonies
3. A series of meetings will be conducted on March 2 and 3 to discuss matters related to the following EOSY activities. The specific schedule will be released separately:
 - a. Recognition Day
 - b. Grade 10 Moving-Up Ceremony
 - c. Grade 12 Graduation Ceremony
4. Deadlines set by the Awards Committee pursuant to DM 172, s. 2026, are non-negotiable to avoid delays.
5. Immediate and wide dissemination of this Memorandum is hereby directed.


JULIUS D. SOMERA, PhD
OIC-Principal
Public Schools District Supervisor





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ANNEX A

END OF SCHOOL YEAR (EOSY) ACTIVITIES SY 2024-2025

DATE	ACTIVITY
February 9 – 12	Deliberation - February 9 – Grade 10 - February 10 – Grades 11 and 12 - February 11 – Grades 8 and 9 - February 12 – Grade 7
March 2 – 6	Pre-Final Test for Grades 10 & 12 Learners
March 9 & 10	Pre-Final Test for Grades 7 – 9 and 11 Learners
	Academic Quarter 4 Exam for Grades 10 and 12 Learners*
March 11 – 13	Submission and Checking of Grades of Candidates for Honors to the Grade Level Committee (All Grade Levels)
March 16 – 18	Submission and Checking of Grades of Candidates for Honors to Awards Committee (All Grade Levels)
March 19	Submission of List of Candidates for Academic Excellence in the Division Office (Awards Committee)
March 19 – 20	Submission, Checking and Reading of Grading Sheets for Grades 10 & 12 Levels by the Grade Level Committee
	Academic Quarter 4 Exam for Grades 7 – 9 and 11 Learners
	Grade 10 Moving-Up and Grade 12 Graduation Orientation, Preliminary Preparations, and Rehearsals
March TBA	Final Reading and Checking of Forms for Grade 10 & 12 by the Division Office
March 23	Announcement of Honors
March 23 & 24	Grades 7 – 9 and 11 Recognition Rehearsals
March 23 – 27	Final Reading and Checking of Forms for Grades 7- 9 and 11 Learners
March 25	Baccalaureate Mass for Grade 12 Graduating Learners





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March 25 & 27	Grade 10 Moving-Up and Grade 12 Graduation Rehearsals
March 26	Recognition Day - Grades 7, 10, 11 & 12 6:00am – 11:00am - Grades 8 & 9 1:00pm – 5:00pm
March 30	Grade 12 Graduation Ceremony 10:00am Grade 10 Moving-Up Ceremony 2:00pm
March 31	Release of Report Cards & Start of Enrolment - Grades 7, 10, 11 & 12 8:00am – 10:00am - Grades 8 & 9 – 1:00pm 3:00pm IPCRF Review and Evaluation IDP Finalization
April 1	Start of 30-day Teachers EOSY Break (DO 12, s. 2025)

- **A separate Corrigendum will be issued to amend School Memorandum No. 6, s. 2026.*
- ***Prior notification will be sent in case of adjustments in schedule.*





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ANNEX B

END OF SCHOOL YEAR (EOSY) ACTIVITIES SY 2025-2026
TECHNICAL WORKING GROUP (TWG)
Grade 10 Moving-Up and Grade 12 Graduation Ceremonies

COMMITTEES	DEPARTMENT ASSIGNED	DUTIES TO PERFORM
Physical Arrangement – Before and After the Event	Mathematics Department Senior High School Teachers Erin Miles Utility Personnel	• Request chairs • Prepare a site map • Arrange chairs • Prepare labels for chairs • Provide ropes for cordon
Peace and Order	MAPEH Department	• Coordinate with the barangay • Request police assistance • Prepare site map for marshals • Assign scouts to assist • Prepare the clinic for first aid
Stage Decoration	TLE Department	• Prepare backdrop • Decorate stage for both Graduation and Moving-Up ceremonies
Program and Invitation	English Department	• Prepare program design for approval • Print program, submit for approval • Distribute programs to guests • Provide soft copy for movers and hard copy for graduates





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Certificates, Medals, Diplomas	Science Department	• Assist in the distribution of medals and certificates • Ensure certificates are in proper order • Verify that the number of medals and certificates is accurate
Documentation	Filipino Department	• Document the event • Prepare proper evaluation forms • Submit documentation and evaluation report
Food and Refreshment	AP Department	• Prepare menu proposal • Coordinate food preparation and distribution • Prepare venue to accommodate guests
Ushers	Values Education Department	• Prepare leis and ribbons for the movers and graduates • Welcome and accommodate visitors • Inform the emcee upon the arrival of important visitors
OTHER ASSIGNMENTS		
Rehearsal of Moving-Up / Graduation	Grade 10 Non- Advisers & SHS Teachers	• Conduct practice of Moving-Up and Graduation songs • Practice parade of students and teachers

