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Republic of the Philippines  
**Department of Education**  
Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

APR 07 2025

No.: 205 s. 2025

TO Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Education Program Supervisors  
All Public Elementary and Secondary School Heads  
Concerned SDO Personnel

FROM **SHEILA MARIE A. PRIMICIAS, CESO VI**  
Schools Division Superintendent

SUBJECT **SPECIAL MEETING RE: MOVING UP/GRADUATION MATTERS AND STATE OF THE SCHOOL ADDRESS (SOSA), SCHOOL LAUNCHING OF PROJECT SAGIP & BANTAY PAARALAN LIGTAS KABATAAN PROGRAM**

DATE April 7, 2025

**Particulars**

1. Relative to the final preparation for the upcoming **Moving Up/ Graduation Ceremony**, there will be a **Special Meeting tomorrow, April 8, 2025, 2:00-4:00PM** at the **Division Training Center**.
2. Participants for the said meeting are **ALL** the **33 School Heads of public Elementary and Secondary schools**.
3. Agenda for the said meeting are the following:
  - a) Awards across the different Graduation /Moving Up categories
    - **Most Organized Graduation/Moving Up Ceremony**
    - **Best Graduation/Moving Up Stage Decorations**
    - **Best Graduation/Moving Up Song Rendition**
    - **Best Graduation/Moving Up Unity Dance**
    - **Best Master of Ceremony**
    - **Most Disciplined Graduates/Completers**
  - b) State of the School Address
  - c) Launching of Project SAGIP and Bantay Paaralan, Ligtas Kabataan Program
  - d) Other Matters

- 4) The SDO strictly reiterates the **NO COLLECTION POLICY** for **GRADUATION/MOVING UP / END of SCHOOL YEAR** activities.
- 5) All schools should observe simplicity and austerity in the conduct of end of school year rites.
- 6) For monitoring purposes, **ALL** Schools are requested to post **LIVE Coverage** of the **launching of the Project SAGIP, Bantay Paaralan Ligtas Kabataan Program** on April 11, 2025 and the **Moving Up/Graduation Ceremonies** in the school's **Official Facebook Page**.
- 7) Schools should **ONLY** have **ONE Official Facebook Page** and shall accomplish the form through this link: <https://tinyurl.com/SchoolUpdatedDirectory> to update necessary information.
- 8) For your information, guidance, and compliance.

  
**SHEILA MARIE A. PRIMICIAS**  
Schools Division Superintendent