

[DECS ORDER NO. 114 S. 1991, October 03, 1991]

ADDITIONAL GUIDELINES ON THE ISSUANCE OF SPECIAL ORDERS FOR GRADUATION

Department Order No. 61, s. 1975 and MECS Order No. 48, s. 1986 set the policies and guidelines on the issuance of special orders for graduation.

It has come to the attention of this Office, however, that graduates find it difficult (a) to apply for board/bar examinations, or (b) to seek immediate employment, or (c) to pursue graduate or second degree programs due to unreasonable delay in issuance of special orders for graduation.

To solve this problem, in addition to the policies and guidelines in the aforementioned Orders, the following schedule should be strictly observed by schools and the DECS regional offices in the issuance of special Orders:

- a. Except for schools which had been given administrative and curricular deregulation, application for special orders for graduation, together with all necessary documents duly verified against original by the DECSRO, should be filed with the regional office concerned at least two months before the last school day of each term.
- b. The regional offices shall process and issue the special orders for graduation or send deficiency notices not later than 30 days after the end of each school term.
- c. Schools must comply with deficiency notices within one (1) month after receipt thereof. DECSRO shall process corrected deficiencies and issue the corresponding S.O. within fifteen (15) days after receipt thereof.
- d. Schools shall release the S.O. to the students not later than forty-five (45) days after the end of the school term, except in cases of students with financial obligations.

In violation of the above guideline, a fine of P1,000.00 per day of delay, but not exceeding P10,000.00 shall be imposed against the responsible officials of any school, college or university without prejudice to any civil action for damages which may be filed in court by the affected graduates. Three successive violations of the guidelines shall result in the revocation of authority to operate courses.

The penalties provided for in Section 1, Rule XI, Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" shall apply to any or all officials or employees who shall be found violating any of the provisions of this Order.