



July 28, 2016


Division Memorandum
No. 75 s. 2016

RELEASE
DepEd-Division Office of Catanduanes
RECORDS SECTION
Date: JUL 28 2016
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By: ds

CLARIFICATION TO SOLICITATION RESTRICTION
(Rule X of RA 6713)

TO: Public Schools District Supervisor
Elementary/Secondary School Principals
Teachers
All concerned

1. Corollary to **Rule X of Republic Act No. 6713**, re: **Solicitation Restriction**, sending of Solicitation letter to elective Officials, both Provincial and Municipal levels is strongly discouraged.
2. The following Reminders, Standards and Guidelines are formulated for Information, Guidance and Compliance of all concerned:
 - a. Expenses (to be incurred) during PTA Inauguration, Student/Pupil Government, and similar/related activities should not be sourced out from solicitation; rather School MOOE will be used. Extravagant or lavish spending during programs and celebrations, and the use of COMBO should be avoided.
 - b. Programs, activities and projects needing financial assistance/support from School MOOE and SDO/Local fund, School Heads concerned are advised to prepare a Budget Proposal and submit to SDS c/o the SGOD for evaluation, appropriate action and approval.
 - c. Expenses of (either) Teacher, School Officials, Non-Teaching Personnel during educational tour, personal travel, vacation, travel abroad, and the like should not be borne through solicitation or sponsorship.
 - d. Where solicitation is unavoidable, the letter should be forwarded to the Schools Division Superintendent for endorsement and transmittal to concerned Head of Offices.
3. Widest and immediate dissemination of this memorandum is desired.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent