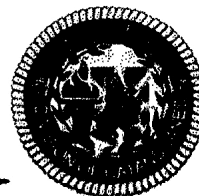




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



August 2, 2014

DIVISION MEMORANDUM

No. 51, s. 2014

Education Program supervisors
Division coordinators
Heads of Elem. and Secondary Schools

RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
Date AUG 04 2014
Time 8:30 AM
By [Signature]

**INSTITUTING MEASURES TO REGULATE CONDUCT OF SCHOOL-BASED
ACTIVITIES ENSURING COMPLIANCE THEREWITH**

1. It has been noted by this Office that school-based activities that resulted to suspension of regular classroom instruction have been conducted without prior approval from the Office of the Schools Division Superintendent.
2. As a matter of reiteration of policy, conduct of any school-based activities that may result to suspension of classes/regular instruction including those sponsored activities by non-government organizations and other agencies need prior approval from the Office of the Schools Division Superintendent per DepEd Order No. 9, s. 2005.
3. School heads are therefore directed to seek permission from the office for the conduct of any school-based activity indicating therein the objectives and the extent of participation of the students and teachers. Requests must be submitted to the Division Office through the Area Supervisors who will provide the needed endorsement which will serve as basis for approval or disapproval of the activity by this Office. The same request must reach the office of the area supervisor five (5) days before the conduct of the activity with the necessary documents such as budget and project proposals.
4. Similarly, with regard to culminating activities in observance of national programs which DepEd is expected to support, integration in regular classroom discussion/lessons in the relevant subjects is more encouraged. Holding of contests in schools to support such programs shall be conducted outside of school hours.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.


JOSE L. DONCILLO, CESO VI
Schools Division superintendent