



DIVISION MEMORANDUM
SGOD No. 27, s. 2019

TO: **OIC - Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance and Operations Divisions
Education Program Supervisors
Elementary and Secondary School Administrators**
This Division

FROM: **LEONARDO M. BALALA, CESE**
Schools Division Superintendent

SUBJECT: **DISSEMINATION OF REGION MEMORANDUM No. 18, S. 2019 re
GUIDE TO AVOID ADMINISTRATIVE COMPLAINTS AGAINST
TEACHERS AND SCHOOL HEADS**

DATE: June 24, 2019

1. This is to disseminate to the field the issued Region Memorandum No. 18, s. 2019 entitled Guide to Avoid Administrative Complaints against Teachers and School Heads dated June 4, 2019.
2. In view thereof, the undersigned hereby invites the attention of all teachers and School Heads to **strictly observe and adhere** to the different issuances of the Department as mentioned in Paragraph 3 (Highly Recommended Actions) of the said Order. Moreover, Paragraph 4 enumerated/reiterated the prohibited acts which are all self – explanatory for the information and guidance of all school personnel.
3. For information, guidance and strict compliance.



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June 4, 2019

REGION MEMORANDUM
ORD No. 18 , s. 2019

**GUIDE TO AVOID ADMINISTRATIVE COMPLAINTS AGAINST TEACHERS
AND SCHOOL HEADS**

TO: Schools Division Superintendents
Asst. Schools Division Superintendents
Education Program Supervisors
Public Schools District Supervisors
Public School Principals and School Heads
Public School Teachers
All Concerned

1. Administrative complaints against teachers and school heads have been received by this office and it has been observed that most of these complaints could have been easily avoided through strict and diligent compliance with the existing laws, DepEd orders, issuances, policies, rules and regulations. Being the Disciplining Authority over teachers and school heads as provided for under DO 49, s. 2006, this office aims to strengthen the awareness of their rights and to promote their welfare.

2. This also aims to protect teachers and school heads from possible abuses, harassment and complaints, and to prevent them from becoming victims by participating and tolerating illegal and unauthorized activities that were perceived to be acceptable due to prolonged practice and unbridled systems, hence this reiteration and guidance.

3. **HIGHLY RECOMMENDED ACTIONS:**

1. Establishing and activating of the Grievance Committee in the School and District Levels for grounds not falling under Section 2 of D.O.49, s. 2006 (D.O. 35, s. 2004);
2. Capacitating the School Anti-Bullying and Child Protection Committees in the School Level (D.O. 40, s. 2012);
3. Posting a copy of the MOOE, School Organization Fund, Canteen Fund and PTA Liquidation Report with attached receipts in the school transparency board (D.O. 008, s. 2019, D.O. 13, s. 2016, D.O. 31, 2016, R.A. 11032-Ease of Doing Business Act, R.A. 9485-Anti-Red Tape Act, D.O. 17, s. 2005);
4. Recording all donations received by the school in the school property inventory (D.O. 008, s. 2019, D.O. 17, s. 2005);
5. Implementing Transparent, Ethical and Accountable Governance (R.A. 11032, R.A. 9485); and
6. Implementing and adhering with the Data Privacy Act of 2012 (R.A. 10173, Department Memoranda OU-LAPSS No. 248, s. 2018, OU-LAPSS No. 31, 2019, OU-LAPP No. 388, s. 2019).

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Kasali Lahat. Kasama Lahat. Para sa Lahat

RO12-ORD-LU-RM 04 v1.0r0.0, effective 2/18/2019

4. PROHIBITED ACTIONS:

Teachers and school heads shall not in any way take part in the following activities. Any violation hereof, shall be dealt with accordingly:

1. Suggesting, initiating or allowing a compromise agreement or amicable settlement in cases of child abuse (D.O. 40, s. 2012);
2. Allowing school personnel to investigate child abuse cases in the school without proper authorization (D.O. 40, s. 2012, D.O. 49, s. 2006);
3. Imposing a permit/clearance system where students are made to pay any contribution before being cleared to graduate, get promoted or take an examination (D.O. 19, s. 2008);
4. Imposing a year-end clearance system where teachers are made to comply certain tasks and pay certain fees. Clearances shall only be required of teachers and school personnel who will retire, resign from the government service, travel abroad, or transfer or be reassigned to another school or promoted to higher office (D.O. 25, s. 2003, D.O. 53, s. 1995, D.O. 22, 1993);
5. Requiring teachers to shell out from their own resources funds for school improvement and other school-related activities (D.O. 008, s. 2019, D.O. 13, s. 2016, D.O. 31, 2016);
6. Partnering with, dealing with, accepting funds from, or promoting tobacco industries or establishment that sell tobaccos, in any school program or activity (D.O. 48, s. 2016);
7. Collecting, processing, storing, sharing and/or destroying a student, teacher or any data subject's personal information without the latter's consent (R.A. 10173);
8. Forcing students to buy from canteen trays and/or for teachers to pay whatever items not sold in said trays (D.O. 8, s. 2007, D.O. 17, s. 2005);
9. Indorsing any company or selling any products to their students, such as but not limited to the readings materials, workbooks, and discs (D.O. 28, s. 2001, D.O. 39, s. 2009);
10. Collecting any PTA contributions/fees even with the consent of the PTA (D.O. 54, 2009, D.O. 20, s. 2006);
11. Selling or collecting from students any money from any Red Cross and B/GSP fund raising activity other than Red Cross and B/GSP Membership dues (D.O. 41, 2012, D.O. 19, s. 2008, D.O. 54, 2009, D.O. 20, s. 2006);
12. Selling tickets or other materials of the same nature and/or collecting from students any money from any fund raising activity, except Anti-TB fund drives (D.O. 41, 2012, D.O. 19, s. 2008, D.O. 54, 2009, D.O. 20, s. 2006);
13. Requiring or directing students to attend school fieldtrips/film showing and/or any school activity needing financial contribution/dues (D.O. 41, 2012, D.O. 19, s. 2008, D.O. 54, 2009, D.O. 20, s. 2006);
14. Having financial interest while engaged in purchasing materials needed by the school or by acting as the direct supplier of the school (D.O. 008, s. 2019, R.A. 9485-Anti-Red Tape Act);
15. Requiring or influencing subordinates to purchase items from a superior or a particular supplier (D.O. 008, s. 2019, Anti-Red Tape Act); and
16. Imposing disciplinary actions such as but not limited to reprimand and/or other sanctions and penalties upon teachers without authority or lawful order from the Disciplining Authority (D.O. 49, s. 2006, R.A. 4670-Magna Carta for Public School Teachers Act).

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Kasali Lahat. Kasama Lahat. Para sa Lahat

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5. HIGHLY DISCOURAGED ACTIONS/ACTIVITIES:

1. Scheduling meetings/seminars/trainings/workshops or other school-related and office-sanctioned activity during Saturdays/Sundays and/or Holidays without sufficient justification from the school head and subsequent approval from the Schools Division Supervisor concerned of the extreme necessity of such activity and provided that service credits or overtime benefits, whichever is applicable, is provided therefor (D.O. 53, s. 2003);
2. Organizing seminars/trainings/workshops or other related school and office-sanctioned activity requiring the payment of registration fees from participants out of their own personal funds (D.O. 008, s. 2019, D.O. 15, s. 2017); and
3. Organizing a compulsory or highly extravagant school affairs (D.O. 008, s. 2019, D.O. 19, s. 2008).

For your information, wide dissemination and strict compliance.


ALLAN G. FARIAZO
Regional Director

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Kasali Lahat. Kasama Lahat. Para sa Lahat

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