DIVISION MEMORANDUM
No. D37-s. 2019

JUNIOR AND SENIOR (JS) PROMENADE GUIDELINES

TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Secondary School Heads
Officers-In-Charge
Public Schools Only

1. Attached is the Junior and Senior (JS) Promenade Guidelines, contents of which are self-explanatory, for information and guidance.

2. Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer-in-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatoo, Makakalikasan at Makabansa
JUNIOR AND SENIOR (JS) PROMENADE GUIDELINES

I. Resolution-Proposal by (1.) the School General Parents-Teachers Association (SGPTA) Officers (via quorum) and (2.) the Supreme Student Government (SSG) Officers (via quorum) to hold a promenade with an attached list of consenting parents (majority) of the Junior and Senior participants to be submitted directly to the Office of the Schools Division Superintendent (OSDS), for consideration.

II. OSDS will forward the two (2) Resolution-Proposals to the School Head, interposing no objection thereto, provided the following guidelines are strictly followed, to wit:

1. Participation to the JS Promenade will be voluntary only.

2. No collection, whether cash or in kind from the participating Juniors and Seniors.

3. The School must never initiate sponsorships or fund drive for the said activity, but may accept unsolicited donations from external partners through the SGPTA.

4. The School Head shall never handle the budget for the said activity, only the SGPTA, that is also obliged to render accomplishment and financial report thereof upon the termination of the activity to be submitted to the OSDS. The School shall only act as facilitators to the said event.

5. Must strictly conform with the following details:

   i. Venue must be within the school premises;

   ii. Activity shall only be from 5:00 p.m. to 9:00 p.m. and should not interfere or conflict classes;

   iii. The prescribed attire must be as simple as possible, (i.e. cocktail or best Sunday dress);

   iv. Strict monitoring and implementation of "No Alcoholic Beverage" policy;

   v. Food provision shall be coming from the School Canteen only;
vi. The parental consent form **must include waiver of accountability** on activities that may be conducted by the participants beyond the promenade hours and outside the school premises; and

vii. The school **must not enter into contract** as to provision for catering, photography, sound system and the likes, but only the GPTA.

Signed this ___ day of February 2019, in the City of Marikina City, Philippines.

JOEL T. TORRECAMPO  
Officer-In-Charge  
Office of the Schools Division Superintendent