October 25, 2019

MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-in-Charge
Public and Private Schools

NO TOKEN POLICY TO REGIONAL OFFICE OFFICIALS & PERSONNEL

Attached is DepEd Regional Memorandum No. 183, s. 2019 dated October 19, 2019 entitled “No Token Policy to Regional Office Officials & Personnel”, content of which is self-explanatory, for guidance and strict compliance.

Particular attention is invited to paragraph no. 3 of the said Memorandum.

Wide dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA
Education Program Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatao, Makalikasan at Makabansa
REGIONAL MEMORANDUM
NCR. No. 189, s. 2019

October 9, 2019

NO TOKEN POLICY TO REGIONAL OFFICE OFFICIALS & PERSONNEL

TO : Schools Division Superintendents
     Heads, Public and Private Basic Education Schools

1. Monitoring of programs that necessitates visitation or inspection of schools or division offices is part of the official duties of the Regional officials or employees for which they are compensated.

2. It has been the practice of schools and division offices to grant or award plaques/certificates of appreciation, bestow leis, or hand gifts or tokens whenever Regional officials and personnel would visit the schools or divisions or during certain activities. All of these have cost implication to the school or division either being charged from local funds or personal account of employees and may be other parties.

3. In this connection, school and division officials/personnel are hereby prohibited from awarding, granting or giving any token of appreciation in whatever form as afore-mentioned, to any Regional Official or personnel, effective immediately.

4. For strict compliance.

MALCOLM S. GARMA
Regional Director