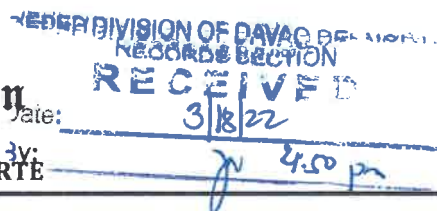




Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE



Office of the Schools Division Superintendent

March 18, 2022

DIVISION MEMORANDUM

No. 365, s. 2022

**PROHIBITION ON SERVING OF MEALS AND GIVING OF TOKENS IN THE CONDUCT OF SCHOOL MONITORING, VALIDATION, AND OTHER OFFICIAL VISITS OF REGIONAL AND SCHOOLS DIVISION OFFICE PERSONNEL**

To: Dr. Rebecca C. Sagot, Assistant Schools Division Superintendent  
Dr. Eduard C. Amoguis, Chief, Curriculum Implementation Division  
Ramel M. Pilo, Chief, Schools Governance and Operations Division  
Senior Education Program Specialist  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads/Principal  
All Others Concerned

1. This issuance is in the observance of Section 7 Paragraph D of RA 6713 also known as the "Code of Conduct and Ethical Standard for Public Officials and Employees" on the solicitation and acceptance of gifts as well as on the "No Gift/Token Policy" in the conduct of all official visits in schools.
2. In this connection, this Office reminds all concerned regarding the attached Regional Memorandum No. 18 dated March 18, 2022 entitled Prohibition on Serving of Meals and Giving of Tokens in the Conduct of School Monitoring, Validation, and other Official Visits of Regional and Schools Division Office Personnel.
3. In adherence to the health and safety protocols, school personnel are advised to serve drinking water or refreshments only and not to prepare heavy meals or snacks to avoid visiting personnel to stay longer in the school premises after performing the official functions.
4. Immediate dissemination of this memorandum to the concerned is desired.

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent

**REBECCA C. SAGOT**

Assistant Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

March 18, 2022

REGIONAL MEMORANDUM

No. 18 s. 2022

**PROHIBITION ON SERVING OF MEALS AND GIVING OF TOKENS  
IN THE CONDUCT OF SCHOOL MONITORING, VALIDATION,  
AND OTHER OFFICIAL VISITS OF REGIONAL AND SCHOOLS  
DIVISION OFFICE PERSONNEL**

To : Schools Division Superintendents  
Assistant Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads/Principals  
All Others Concerned

1. This issuance is in the observance of Section 7 Paragraph D of RA 6713 also known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" on the solicitation and acceptance of gifts as well as on the "No Gift/ Token Policy" in the conduct of all official visits in schools.
2. In this connection, this Office reminds all concerned regarding this unnumbered Memorandum about the "Prohibition on Serving of Meals and Giving of Tokens in the Conduct of School Monitoring, Validation, and other Official Visits of Regional and Schools Division Office Personnel."
3. In adherence to the health and safety protocols, school personnel are advised to serve drinking water or refreshments only and not to prepare heavy meals or snacks to avoid visiting personnel to stay longer in the school premises after performing the official functions.
4. For the information, guidance, and compliance of all concerned.
5. Immediate dissemination on this Memorandum is highly appreciated.

DEPARTMENT OF EDUCATION RO  
RECORDS SECTION  
**RELEASED**

  
ALLAN G. FARNAZO  
Director IV

ROP4/mefhd28

By:   
Date: 3-18-22 Time: 2:37



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