



September 11, 2014

DIVISION MEMORANDUM

No. 243, s. 2014

**ATTENDANCE TO TRAININGS, CONFERENCES, FILM VIEWING AND
OTHER ACTIVITIES DISSEMINATED THROUGH DEPED ADVISORIES**

To: Education Program Supervisors
Public Schools District Supervisors/ In Charge
Elementary and Secondary School Heads
This Division

1. This Office has been receiving requests for permission to attend trainings, conferences, film viewing and other activities which invitations are disseminated through DepEd Advisories.
2. While DepEd encourages and supports the professional growth of its personnel and educational experiences of the learners by engaging partnerships with its stakeholders through inter-agency or inter-country programs, programs, projects and activities, it also looks into ensuring compliance of existing policies and guidelines. Moreover, DepEd also makes certain that the delivery of the core functions of its personnel to the schools and the learners shall not be jeopardize in participation to said activities.
3. This Office therefore reiterates paragraph 4 of DepEd Order No. 8, s. 2013 re Policy Guidelines on Regulating the Issuance of DepEd Advisories. In responding to DepEd Advisories, the following should be strictly adhered to:
 - a. MECS Order No. 23, s. 1985 entitled Compliance with Republic Act (RA) No. 4206 as amended:
 - RA 4206, s. 1965 also known as An Act Prohibiting the Collection of Contributions from School Children of Public Primary, Intermediate and High Schools;
 - RA 5546, s. 1969 also known as An Act prohibiting the Sale of Tickets and/or Collection of Contributions for Whatever Project or Purpose from Students and Teachers of Public and Private Schools
 - b. DECS Order No. 28, s. 2001 entitled Prohibiting the Commercialization of the DECS Organization through Endorsement and Accreditation of Goods and Services
 - c. DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith.
4. In the event that teachers shall attend trainings, conferences and other activities which invitations are disseminated through DepEd Advisories, the teacher through the school head shall seek recommendation from this Office and approval from the Regional Office with the following documents:

- a. **Letter request** of the teacher with the attached DepEd Advisory duly endorsed by the school head;
- b. If the training/ conference falls on a school day, though this Office strongly discourages participation to invitations for trainings/conferences on school days, the **arrangement on who will handle the class** of the teacher who will attend the training/ conference shall also be attached in the letter;
- c. Duly filled out **Travel Order Form** of the teacher with the School Head to recommend approval for and Schools Division Superintendent to approve if the activity is within the Region. If the activity is outside the region, the School Head and the Schools Division Superintendent shall commend for approval and to be approved by the Regional Director. This travel Order shall specify under remarks "On Official Time Only", which means all expenses relative to the participation of said activity shall be borne by the participant.

5. Immediate dissemination and strict compliance of this Memorandum is enjoined.


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

CLL/jgv

Reference:

DepEd Order No. Order No. 8, s. 2013
re Policy Guidelines on Regulating the Issuance of DepEd Advisories

To be indicated in the Perpetual Index
under the following subjects:

POLICY

ADVISORY

TRAINING

TEACHERS