



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



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Division Memorandum

No. 504 s. 2019

**ORIENTATION ON THE GUIDELINES IN THE DEVELOPMENT
OF LEARNERS DISCIPLINE MANUAL**

To: Chiefs SGOD & CID, Education Program Supervisors, Senior Education Program Specialists
Public Elementary and Secondary School Heads, Asst. School Principals
Head Teachers, School SBM Coordinators, SGC Chairman
All others concerned

1. Pursuant to the 1987 Constitution, "Educational institutions shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation of the role of national heroes in the historical development of the country. Teach the rights and duties of citizenships, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge and promote vocational efficiency." (Article XIV, Sec 3 (2). The School, its administrators and teachers of the individual, entity or institution engaged in child care shall have special parental authority and responsibility over the minor child while under their supervision, instruction and custody. (Family Code Art 218).

3. Section I, Chapter III, Part IV of 2000 DECS Service Manual states that "every school shall maintain discipline inside the school campus as well as the school premises when students are engaged in activities authorized by the school. Creating an environment within the school that is conducive to teaching and learning. School officials shall have the right to impose appropriate and reasonable disciplinary measures in case of offenses or infractions of good discipline".

4. Every school shall maintain discipline inside its campus as well as outside the school premises when pupils or students are involved in activities authorized by the school. (DepEd Order No.92, s. 1992). In no case shall school administrator, teacher or individual engaged in child care and exercising special parental authority, inflict corporal punishment upon a child (Art. 233, Family Code). No cruel or physically harmful punishment shall be imposed or applied against any pupil or student. (DECS Service Manual).

5. With the above-mentioned disciplines and other related-laws, Tagbilaran City Division will be conducting an **Orientation on the Basic Guidelines in the Development of Learners Discipline Manual on October 8, 2019, at Metro Center Hotel, CPG Avenue, Tagbilaran City.** This endeavor is inspired by the idea that every learner is afforded with guidelines on how to carry themselves inside and outside the schools. This Learners Discipline Manual is a living, breathing tool that the School Governing Council (SGC) will develop and update every year. This School Manual will undergo validation and approval from the **SBM Technical Group** before it will be finalized by the School Governing Council for ratification by the PTA.

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6. Participants to this Orientation on the Basic Guidelines in the Development of Learners Discipline Manual are School Principal, Asst School Principals, Head Teachers, SBM Coordinators, SGC Chairman/Representative of the 24 schools in Tagbilaran City, Education Program Supervisors, Senior and Junior Program Specialists, Program Development Officers, SBM Technical Working Group and working staff. Each school is required to bring their school manual/handbook if any.

7. Expenses relative to and in the conduct of the Orientation on the Basic Guidelines in the Development of Learners Discipline Manual shall be chargeable to Division HRDD funds subject to the usual accounting and auditing rules and regulations.

8. Wide dissemination and compliance of this memorandum is desired.



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OIC, Office of the Schools Division Superintendent

