



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



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October 22, 2019

Division Memorandum
 No. 604 s. 2019

**LEARNERS' DISCIPLINE HANDBOOK SUBMISSION
 VALIDATION, AND APPROVAL**

To: Public Elementary and Secondary Schools Heads, Asst. School Principals, Head Teachers
 School Governing Council and School SBM Coordinators
 Division SBM Technical Working Group
 All others concerned

1. After our orientation on the guidelines in the crafting the learners' discipline handbook last October 8, 2019, this office announces the timelines in the submission, validation and approval of the Learners' Discipline Handbook. The following timeline must be observed:

Date	Activity	In-Charge
Nov. 8, 2019	Submission of the Final Draft for Validation	SGOD Office c/o Liza E. Maquiling Division SBM Coordinator
Nov. 11-15, 2019	Division Validation and Recommendation for Approval	Division SBM Technical Working Group (SBM-TWG)
Nov. 16 & 23, 2019	PTA Ratification	School Principal
Nov. 25-28, 2019	Reproduction	School Governing Council
Nov. 29, 2019	Students' Discipline Handbook Launching	SGOD

2. Expenses relative to and in the crafting, validation, ratification, reproduction and launching of the Learners Discipline Handbook shall be chargeable to school MOOE and local funds subject to the usual accounting and auditing rules and regulations.

3. For your information, guidance and compliance.

Division of City Schools
 Tagbilaran City
 10/22/19

NERIC C. OJASTRO, ED.D., CESE
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent