



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – City of Tagbilaran

**Office of the Schools
Division
Superintendent**

DIVISION MEMORANDUM

No. **237**, s. 2023

June 15, 2023

**BASIC GUIDELINES IN THE FINALIZATION AND DEVELOPMENT
OF LEARNERS' DISCIPLINE MANUAL**

To: SGOD and CID Chief
Public Elementary & Secondary School Heads and Guidance Counsellors
Division and School SBM Coordinators
SGC School Chairman
All Others Concerned

1. The Department of Education, Division of City Schools – City of Tagbilaran issues the enclosed basic **Guidelines and Unified Format in the Finalization and Development of Learners Discipline Manual**. It shall be the basis for all public schools in Tagbilaran City in crafting, developing, or amending their Learner's Discipline Manual, Anti-Bullying, and Child Protection School Policies.
2. The policies stipulated herein are based on RA 9155 or the Governance of Basic Education 2001, DepEd Orders, and the DECS Service Manual 2000 to provide the minimum standards that shall be included in the guideline.
3. All school policies, processes, or systems related to learners' discipline that are inconsistent with the Unified Format and Guidelines specified in Enclosure 1 of this Memorandum have hereby been modified accordingly.
4. These guidelines and format on Learners' Discipline shall take effect immediately upon the approval of the Schools Division Superintendent not later than **August 10, 2023**.
5. Expenses relative to and in the conduct of the finalization of the Learners' Discipline Manual such as not limited to consultation meetings and reproduction costs shall be charged to School MOOE and Local Funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are directed.

WILFREDA D. BONGALOS Ph D CESO V
Schools Division Superintendent

WDB/EQA/SGOD/FCT/lem



Address: Rajah Sikatuna Street, Dampas District, Tagbilaran City, Bohol 6300
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

Enclosure 1

Basic Guidelines in the Finalization and Development of Learners Discipline Manual

BASIC GUIDELINES IN THE FINALIZATION AND DEVELOPMENT OF LEARNERS' DISCIPLINE MANUAL

I. Background

Creating an environment within the school that is conducive to teaching and learning. Section I, Chapter III, Part IV of the 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. School officials shall have the right to impose appropriate and reasonable disciplinary measures in case of offenses or infractions of good discipline”.

To aid in finalizing and developing the Learner’s Discipline Manual, the following Rights & Responsibilities, and Obligations of the Learners as outlined in Batas Pambansa Bilang 232 and DO No. 40, s. 2012 must be observed.

The suggested Format:

Section 1. Introduction

Rationale

DepEd Vision, Mission, and Core Values

Section 2: Statement of Policy

Section 3: School Order

3.1 School Uniform (DO No. 45, s. 2008)

3.2 Dress Code Policy (DO No. 46, s. 2008)

3.3 Hair Cut (DO No. 88, s. 2018)

3.4 Cleanliness: School and Classrooms (DO No 10, s. 2016)

3.5 Attendance, Tardiness, Cutting of Classes, and Absences
(Paragraph 1.2, Section 1, Chapter III, Part IV of 2000 DECS,
Service Manual)

3.6 Grading System (DO No 31, s. 2020)

Section 4. Students' Code of Conduct

4.1 Inside the Classroom (School SGC Resolution)

4.2 During Flag Ceremony (School SGC Resolution)

4.3 During School Program (School SGC Resolution)

4.4 Respect Policy (DO No. 40, s. 2012)

4.5 Fighting Policy (DO No. 40, s 2012)

4.6 Bullying Policy (RA 10627, DO No. 55, s 2013)

4.7 Search and Seizure Policy (House Bill No. 4509-17th Congress
of the Republic of the Philippines)

4.8 Drug Testing (DO No. 40, s 2012)

Section 5. Student Discipline (2000 DECS, Service Manual & Bohol DO Discipline Manual)

- 5.1 Definition and Coverage of Minor Offenses
- 5.2 Definition and Coverage of Major Offenses
- 5.3 Types of Offenses & Its Sanctions
- 5.4 School Community Service
- 5.5 Guidance Counseling and Intervention
- 5.6 Transferring out a student is not a Penalty
- 5.7 Expulsion/Exclusion
- 5.8 Corporal Punishment
- 5.9 Due Process Imposing Disciplinary Action
- 5.10 Due Process Requirements in Imposing Disciplinary Sanctions

Section 6. Rights of the Students (House Bill No 4509, DO No. 40, s 2012)

Section 7. Behavioral Protocol

- 8.1 Duties and Responsibilities of the School (Art. 221, Family Code of the Philippines)
- 8.2 Parents' Rights & Responsibilities (Art. 221, Family Code of the Philippines)
- 8.3 School Personnel's Responsibilities (Art. 221, Family Code of the Philippines)
- 8.4 Off-Campus School Mandated Activities (Art. 221, Family Code of the Philippines)

Section 8. Special Laws on Child Protection Procedures in Handling Bullying Incidents in Schools (DO No. 40, s 2012)

Section 9. Procedure in Bullying Incidents (DO No. 40, s 2012)

Section 10. Rules and Procedures in Handling Child Abuse, Exploitation, Violence and Discrimination Cases (DO No. 40, s 2012)

Section 11. Establishment of Child Protection Committee (Child Protection Manual)

Section 12. The procedure of Child Abuse Cases (DO No. 40, s 2012)

Section 13. Confidentiality (DO No. 40, s 2012)

Section 14. Monitoring System (DO No. 40, s 2012)

Section 15. Definition of Terms

SUPPLETORY EFFECT

REFERENCES

PARENT'S ACKNOWLEDGEMENT AND RECEIPT OF THE DISCIPLINE HANDBOOK

I acknowledge that I have received a copy of the _____ School Discipline Handbook. I understand that it contains important information on school policies and procedures. I recognize that this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to reasonable disciplinary measures in case of offenses or infractions of good discipline the school officials to impose appropriately.

I understand that this is my responsibility to familiarize myself with the information and that I agree with the policies and rules of the _____ school. I further understand and acknowledge that the Division may change, add, or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion.

NAME OF STUDENT : _____
GRADE & SECTION : _____
PARENT'S/GUARDIAN'S
PRINTED NAME : _____
PARENT'S/GUARDIAN'S
SIGNATURE : _____
DATE : _____

REVIEW, APPROVAL, VALIDATION & ACCEPTANCE SHEET

Reviewed by:

Division Discipline Handbook -TWG

Recommending Approval:

ERNESTO Q. ALAS-AS JR. CESE
Assistant Schools Division Superintendent
Officer In-Charge

Approved:

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

Validated & Accepted by:

Chairman, School Governance Council

School Principal