



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. 245, s. 2023

June 23, 2023

**DESIGNATION OF DIVISION LEARNERS' DISCIPLINE HANDBOOK  
TECHNICAL WORKING GROUP**

To: All Public Elementary and Secondary School Heads  
Curriculum Implementation Division Personnel  
School Governance and Operations Division Personnel  
All Others Concerned

1. This office announces the designation of the Division Learner's Discipline Handbook Technical Working Group (TWG) to guide public schools in the crafting, reviewing, and approval of the schools' Learner's Discipline Handbook 2023.

2. The following TWG Composition are:

Team Leader : Ernesto Q. Alas-as Jr CESE  
OIC, ASDS

Asst. Team Leader : Maurine C. Castaño  
Chief, SGOD

Members : 1. Dr. Ma. Antonette P. Dugang, EPSvr – SGOD  
2. Dr. Felomina C. Tanggaan, SEPS HRDS  
3. Dr. Esther L. Cagas, SEPS M&E  
4. Dr. Liza E. Maquiling, EPS II M & E  
5. Dr. Rosene D. Olivar, EPS II HRDS  
7. Dr. Janet T. Butalid, EPSvr – Values Education  
8. Joermelyne P. Pasilbas, PDO I – Youth Formator

3. For guidance and information.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

WDB/EQA/SGOD/FCT/lem



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**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