



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

20, Apr 2026

DIVISION MEMORANDUM

No. 211, s. 2026

**STRICT PROHIBITION ON GIVING AND ACCEPTING GIFTS
DURING MONITORING ACTIVITIES AND ALL DEPED EVENTS**

To: Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
Education Program Supervisors
School Heads/OICs (All Public Schools)
All Others Concerned

1. In compliance with **Regional Memorandum No. 247, s. 2026**, Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), Presidential Decree No. 46, and Civil Service Commission rules, this Office reiterates the **strict prohibition on soliciting or accepting gifts, tokens, or favors** in all official DepEd activities.
2. This Memorandum applies to all personnel in the Schools Division Office of Imus City, including officials and employees in offices and schools (teaching and non-teaching), as well as all individuals transacting with the Department.
3. All personnel are reminded that the acceptance or offering of gifts, favors, or any item of monetary value in relation to official duties is strictly prohibited, regardless of intent or occasion.
4. The following are strictly prohibited during monitoring activities and all DepEd events, whether within or outside school/office premises:
 - a. Soliciting or accepting cash, allowances, tokens, "*pang-merienda*," groceries, gadgets, or any item of value;
 - b. Giving or offering gifts, money, free services, meals, or entertainment to influence official actions or decisions;
 - c. Providing meals, snacks, or entertainment to monitoring/validation teams or visiting personnel by reason of their official function; and
 - d. Requesting or coordinating contributions from stakeholders for the purpose of giving gifts to supervisors, monitors, validators, or visiting officials.
5. All visiting or monitoring personnel shall perform their duties with utmost professionalism and shall **decline any offer of gifts, meals, or benefits**. Schools



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and offices shall ensure that engagements remain official and compliant. No hosting, tokens, or entertainment shall be prepared.

6. Any violation of this policy may result in administrative disciplinary action and may also lead to criminal liability under existing laws. Personnel who solicit or accept prohibited gifts shall be held accountable.

7. Any employee who has knowledge of gift-giving or gift-receiving related to official duties is encouraged to report the matter to the appropriate office for proper action.

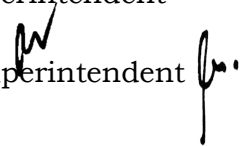
8. For immediate dissemination and strict compliance of all concerned.



Digitally signed by
Lito A. Palomar
Date: 2026.04.18
Time: 06:09:21 +08:00

LITO A. PALOMAR

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent




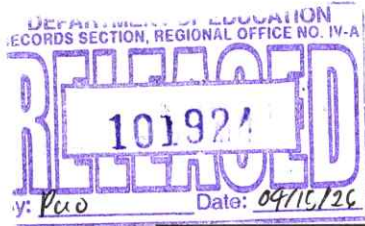
Encl: *As stated*

Reference: None

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

GUIDELINES

asu/rby/prohibition of giving gifts 



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



10 April 2026

Regional Memorandum
No.247 s.2026

**STRICT PROHIBITION ON GIVING AND ACCEPTING GIFTS
DURING MONITORING ACTIVITIES AND ALL DEPED
EVENTS**

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents
Regional Functional Division Chiefs
Public Schools District Supervisors
School Heads

1. This reference to Republic Act No. 6713 (1989)¹ and Presidential Decree No. 46 (1972)², and Section 50 (8), Rule 10 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS)³, this Office through the Field Technical Assistance Division reiterates and strictly enforces the Civil Service and administrative rules prohibiting the giving and receiving of gifts in DepEd Region IV-A (CALABARZON), with special emphasis during monitoring, validation, evaluation, inspection, audit, accreditation, training, meetings, and similar DepEd activities.
2. This Regional Memorandum applies to all DepEd personnel in Region IV-A, including officials and employees at the Regional Office, Schools Division Offices, District Offices, and Schools (teaching and non-teaching), and to all persons transacting with DepEd.
3. Presidential Decree No. 46⁴ makes it punishable for any public official or employee to receive, and for private persons to give or offer, any gift or valuable thing on any occasion when given by reason of official position, regardless of intent or expectation of favor. It also includes parties/entertainments in honor of the official/employee or immediate relatives. Violation carries criminal penalty and perpetual disqualification from public office, without prejudice to administrative action.

¹ Code of Conduct and Ethical Standards for Public Officials and Employees.

² Making It Punishable For Public Officials And Employees To Receive, And For Private Persons To Give, Gifts On Any Occasion, Including Christmas

³ Section 50 (8), Rule 10 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS)

⁴ Making It Punishable For Public Officials And Employees To Receive, And For Private Persons To Give, Gifts On Any Occasion, Including Christmas



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

4. Section 7(d) of RA 6713⁵ prohibits public officials and employees from soliciting or accepting, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value in the course of official duties or in connection with transactions affected by their functions.
5. The following are strictly prohibited during monitoring activities and all DepEd events, whether inside or outside the school/office premises such as but not limited to:
 - a. Solicit or accept cash, "allowance," "token," "pang-merienda," "pamasaha," gift packs/hamper, groceries, gadgets, or anything of monetary value from any person/office being monitored or transacting with DepEd.
 - b. Give or offer gifts, money, free services, favors, meals, parties, or entertainment to influence official action or to obtain favorable findings/ratings/results.
 - c. Provide meals, snacks, or entertainment to monitoring/validation teams or visiting DepEd personnel by reason of their official position, including send-off dinners, "simple salu-salo," or similar arrangements connected with official functions.
 - d. Request or coordinating collections from schools, employees, or stakeholders for the purpose of giving gifts to supervisors, monitors, validators, auditors, or visiting officials.
6. Visiting/monitoring personnel shall conduct activities professionally and decline any offered gift, money, meal, or benefit connected with the performance of official functions. Offices/schools being monitored shall ensure that engagements remain official and compliant. No gifts, tokens, or hosted entertainment shall be prepared for monitoring teams or visiting officials.
7. Violations may subject DepEd personnel to administrative disciplinary action and may also result in criminal liability under applicable laws. Public officials and employees who solicit or accept prohibited gifts are administratively liable.
8. Any employee who has knowledge of gift-giving/receiving connected with official duties may report the matter to the appropriate office through 02-8682-2114, for proper evaluation and action.
9. For inquiries or clarification, please contact Chief Michael Girard R. Alba, Field Technical Assistance Division, through michael.alba@deped.gov.ph or at 09178882731.
10. All concerned are directed to ensure **immediate dissemination** of this Memorandum and **strict compliance**.


CARLITO D. ROCAFORT
 Director IV

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⁵ Code of Conduct and Ethical Standards for Public Officials and Employees