



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

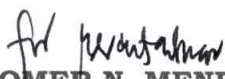
27 Oct 2025

DIVISION MEMORANDUM
No. 677, s. 2025

**STRICT COMPLIANCE WITH THE USE OF THE
ADVISORY TEMPLATE**

To: OIC - Assistant Schools Division Superintendent
OIC - CID Chief Education Supervisor
OIC - SGOD Chief Education Supervisor
Knowledge Management Team
School Heads/OICs (Public Elementary and Secondary Schools)
All Others Concerned

1. Attached is the Regional Memorandum No. 773, s. 2025 titled "Strict Compliance with the Use of the Advisory Template," directing all concerned officials and personnel to strictly comply with the foregoing standards and the attached guidelines. For information, guidance, and compliance.
2. Immediate dissemination of this Memorandum is earnestly desired.


HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent,

Encl.: As stated

References: DepEd Order No. 030, s. 2019 and DepEd Order No. 8, s. 2013

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

POLICY

sgod/gaso/10-24-2025



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



October 20, 2025

Regional Memorandum
No. 773 s.2025

**STRICT COMPLIANCE WITH THE USE OF THE
ADVISORY TEMPLATE**

To: **Schools Division Superintendents**

1. In reference to DepEd Order No. 030, s. 2019¹ and DepEd Order No. 8, s. 2013², this Office, through the Field Technical Assistance Division, hereby reiterates to the field the proper use of the official advisory template in accordance with established DepEd policy.
2. This Office has been receiving numerous requests from various organizations for the issuance of DepEd Advisories (DAs) to announce the conduct of their programs, projects or activities. In recognition of the contribution of these entities in the professional development of field personnel and in enriching teaching and learning through alternative learning experiences, the Office, in most instances, favorably responds to the requests, by issuing a Regional Advisory.
3. An Advisory is an official communication emanating from recognized organizations or agencies, intended to announce programs, activities, scholarships, or training opportunities for supervisors, school heads, teachers, and learners. Participation in such activities is strictly voluntary; accordingly, any expenses incurred, including but not limited to travel and registration fees, shall be borne by the participants and charged to their personal accounts.
4. The issuance of advisories must strictly adhere to the procedures and requirements outlined in DepEd Order No. 8, s. 2013, as well as any supplementary guidelines promulgated by the Department of Education pursuant to its authority under the relevant Implementing Rules.
5. All concerned officials and personnel are hereby directed to observe strict compliance with the foregoing standards and the attached guidelines. Such adherence is indispensable to upholding the integrity, consistency, and

¹ The Department of Education of Education Manual of style

² Guidelines on Regulating the Issuance of DepEd Advisory

uniformity of official communications within the Department of Education, in accordance with the policies and authority vested in the Department under the relevant Implementing Rules and Regulations and other applicable issuances.

6. The Knowledge Management Team Lead is hereby mandated to exercise diligent oversight and take all necessary measures to ensure strict compliance with the prescribed advisory template in the preparation, issuance, and dissemination of all official advisories. This responsibility shall be carried out in accordance with the relevant policies and guidelines promulgated by the Department of Education.
7. All advisories must adhere to DECS Order No. 28, s. 2001³, which prohibits the commercialization of the Department and its field offices through endorsements, recommendations, "accreditations," or similar acts favoring private goods and services.
8. For inquiry, kindly contact Chief Michael Girard R. Alba of the Field Technical Assistance Division via email michael.alba@deped.gov.ph or you may call 09913842394.
9. Immediate dissemination and strict compliance with this Memorandum are highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

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³ Prohibiting the Commercialization of the DECS Organization through endorsements and accreditation of goods and services



Republic of the Philippines
Department of Education

13 FEB 2013

DepEd ORDER
No. **8** s. 2013

POLICY GUIDELINES ON REGULATING THE ISSUANCE OF DEPED ADVISORIES

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. Committed to raise academic standards through the K to 12 Basic Education Program and to enhance administrative efficiency in the delivery of basic education services to all school children and youth, the Department of Education (DepEd) shall engage the partnership of local, national, international stakeholders through inter-agency, or inter-country programs, projects or activities (PPAs) and adopt strategies to achieve these goals.
2. In view of this, the Department issues the enclosed **Policy Guidelines on Regulating the Issuance of DepEd Advisories** to ensure healthy inter-agency, or inter-country partnerships among local, national, and international stakeholders.
3. All previous issuances inconsistent with the provisions of this DepEd Order are repealed. The provisions of this DepEd Order shall remain in force and in effect until rescinded or amended.
4. This Office will initiate administrative disciplinary action and other legal remedies against anyone found responsible for violating any provisions of this Order.
5. All requests for DepEd Advisories effective March 1, 2013 shall comply with the regulations of this DepEd Order.
6. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.: As stated

References: MECS Order: (No. 23, s. 1985); DECS Order: (No. 28, s. 2001)
DepED Order: (No. 9, s. 2005 and No. 39, s. 2009)

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

ACCREDITATION	COMPLAINTS	REPORTS
AMENDMENTS	ORGANIZATION	REQUESTS
CHANGE	POLICY	SOCIETY or ASSOCIATIONS

MPPD/ DO Guidelines on Regulating DA
1560/Sept. 13, 2012/10-26-12/1-7-13/2-1-13

POLICY GUIDELINES ON REGULATING THE ISSUANCE OF DEPED ADVISORIES

Introduction

The Department of Education (DepEd) adopts a strategy of partnership with local, national, international public and private stakeholders through various programs, projects or activities.

Rationale

This Department has been receiving numerous requests from various organizations for the issuance of DepEd Advisories (DAs) to announce the conduct of their programs, projects or activities. In recognition of the contribution of these entities in the professional development of field personnel and in enriching teaching and learning through alternative learning experiences, the Department, in most instances, favorably responds to the requests, by issuing a DepEd Advisory.

However, complaints against some of these entities have reached this Department. Some participants, teachers and students and co-partners have filed their complaints against the sponsoring organizations due to unsatisfactory conduct of their activities, advance collection of registration fees from the prospective participants, but there was no actual conduct of the announced activity/event. Moreover, some companies, associations, organizations, institutions or agencies have used the DepEd's official name, seal and logo in their programs, projects, or activities (PPAs) without officially securing approval from the Secretary or his authorized executive official.

Objectives

The formulation and issuance of these policy guidelines will regulate the issuance of DepEd Advisories requested by local, national and international partner companies, associations, organizations, institutions or agencies. These regulations will set/define clearly the requirements in the issuance of DepEd Advisories. Adherence to these guidelines will promote a healthy partnership and protect the best interests of DepEd's constituents and the general public.

Policy Guidelines

1. This Department shall issue advisories only for the activities categorized below.

Category	Activity
A	Training programs, seminars, workshops, conferences, or advocacy campaigns, celebration, awarding ceremonies and other similar special events
B	Sponsored film showing, stage plays and other activities of similar nature
C	Scholarships/study grants, students exchange programs and other activities of similar nature
D	Tests administration, admission tests, or career assessments and other activities of similar nature
E	Contests, competitions, searches, fun runs and other activities of similar nature
F	Additional information (addendum), change of information (corrigendum) to previously approved DepEd Memorandum (DM)

2. In requests for the issuance of DepEd Advisories, companies, associations, organizations, institutions, or agencies shall be required to submit the following pre-requisite documents *three months before the proposed date of the event*:

- a. *Letter of Request* addressed to the Secretary or concerned Executive Official;
- b. General Information on the company, association, organization, institution, or agency such as name of offices; permanent office address functioning contact numbers (telephone, telefax and mobile phone); email, website addresses; and profile of the entity;
- c. Certified true copy of registration/accreditation certificate, if applicable; and Security and Exchange Commission (SEC) Registration Certificate/Civil Service Commission (CSC) Accreditation Certificate; and
- d. Program, Project, Activity (PPA) Profile including the three-Year Development Plan of PPAs to link to the ongoing priority DepEd PPAs and Comprehensive descriptions, objectives, target participants of the PPAs, and detailed program of activities

3. Requests for film showing shall be accompanied by an approval of the Movie and Television Review and Classification Board (MTCRB). Only films and plays recommended by appropriate office in the Department shall be issued DepEd Advisories. All DepEd Advisories related to this category are subject to pertinent DepEd policies.

4. Field offices shall use these guidelines in responding to the national advisories issued by the Department and by companies, associations, organizations, institutions, or agencies requesting for local advisories directly sent to the ROs and DOs. Furthermore, they should strictly adhere to the following issuances:

- a. MECS Order No. 23, s. 1985 entitled *Compliance with Republic Act (RA) No. 4206 As Amended*;
 - Republic Act (RA) No. 4206, s. 1965 also known as *An Act Prohibiting the Collection of Contributions from School Children of Public Primary, Intermediate and High Schools* entitled *An Act Prohibiting the Collection of Contributions from School Children of Public Primary, Intermediate and High Schools*)
 - RA No. 5546, s. 1969 also known as *An Act prohibiting the Sale of Tickets and/or Collection of Contributions for Whatever Project or Purpose from Students and Teachers of Public and Private Schools ...*;
- b. DECS Order No. 28, s. 2001 entitled *Prohibiting the Commercialization of the DECS Organization Through Endorsements and Accreditation of Goods and Services* and DepEd Order No. 39, s. 2009 entitled *Strict Adherence to DepEd Order No. 28, s. 2001*; and
- c. DepEd Order No. 9, s, 2005 entitled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance therewith*.

5. Requesting companies, associations, organizations, institutions and agencies are advised to hold their activities during weekends, summer vacations, semestral breaks or holidays to avoid disruption of classes and in compliance with DepEd Order No. 9, s, 2005.

7. The approved requested DepEd Advisory shall include the following information:

- a. Announcement of the activity, its schedule and venue;
- b. Aim/objectives of the program, project, activity;
- c. Intended participants;
- d. Provision for ensuring that the attendance of teaching personnel shall not cause any disruption of classes (DepEd Order No. 9, s, 2005)

and/or pupils/students shall not be collected of any fees for filmshowing or other similar activities of a similar nature (RA No. 5546, s. 1969); and

- e. Contact details such as: name and position of the event organizer, address, functioning contact number(s), email and website addresses.

8. Having granted with DepEd Advisories, companies, associations, organizations, institutions, or agencies shall submit their *End-of-Activity Report* together with the Summary Report of Evaluation within one month after the conduct of the activity addressed to the **Office of the Undersecretary for Programs and Projects**, DepEd Central Office, Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City, telefax no.: (02) 636-4879. This Report shall be the basis for future grant of DepEd Advisories.

9. Only upon the approval by the Secretary or his authorized DepEd Official shall the use of any of the DepEd service marks by the stakeholders/partners be permitted during the conduct or implementation of their programs, projects, activities (PPAs). Request should be included in letter of request for DepEd Advisories.

10. A complaint for violation of this DepEd Order or a complaint in relation to the conduct of program, project, or activity may be filed by the aggrieved participant or interested party with the **DETxt Action Center**, DepEd Central Office, Room 114, Ground Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City with telefax no.: (02) 638-8641, telephone nos.: (02) 636-1663; (02) 633-1942, mobile phone no.: 0919-456-0027 and email address: action@deped.gov.ph.

11. The complaint shall include the following information:

- a. Title of the program, project, activity;
- b. Name of the team leader/event organizer of activity on the company, association, organization, institution or agency involved;
- c. A clearly stated chronological account of the facts giving rise to the suspected or detected fraud, and other forms of non-compliance with this DepEd Order (DO) and pertinent laws and rules;
- d. Affidavit of witnesses; and
- e. Two (2) copies of any relevant documents to support the allegation;

12. The **DETxt** shall refer the complaint to appropriate office within the DepEd for appropriate action.

13. Requesting agency, association, company, institution or organization found violating any of the provisions stipulated in this DepEd Order shall be subjected to disciplinary action such as non-issuance of future DepEd Advisories, among others.

14. These policy guidelines shall take effect immediately upon approval and publication at the DepEd website, and shall remain in force until repealed, amended or rescinded.

An **Advisory** emanates from organizations and agencies and announces programs or activities; scholarships; and training opportunities for supervisors, school heads, teachers, and learners. Participants may attend such activities on a voluntary basis; hence, traveling expenses and registration fees are charged to personal accounts. Advisory concerns may be department-wide or may be specific in application. Its application is usually short term or temporary.

An advisory is issued in accordance with the procedures of DepEd Order No. 8, s. 2013 titled *Policy Guidelines on Regulating the Issuance of DepEd Advisories*.

The nine elements are indicated below.

1. The letterhead, which includes the following:
 - a. control number with the year series (s);
 - b. date of release or approval;
 - c. in compliance with DepEd Order No. 8, s. 2013;
 - d. the purpose of issuing the Advisory(per DepEd Order No. 28, s. 2001); and
 - e. DepEd website.
2. Title
3. Statement of the activity
4. Objectives of issuing the activity
5. Additional information on the activity
6. Target participants
7. DepEd Order No. 9, s. 2005 (Time-on-Task Policy), and Section 3 of Republic Act No. 5546 (Policy on Contributions) and DepEd Order No. 66, s. 2017 (Policy on Off-Campus Activities), if needed
8. Contact details of project proponent
9. Tracer, which includes the initials or name of assigned personnel who encoded, file name, assigned tracking number, and date prepared

Sample Format of an Advisory

	Advisory No. ____, s. 2018	
	January __, 2018	
	In compliance with DepEd Order (DO) No. 8, s. 2013	
	this advisory is issued not for endorsement per DO 28, s. 2001. 1	
	but only for the information of DepEd officials,	
	personnel/staff, as well as the concerned public.	
	(Visit www.deped.gov.ph)	
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	• Ms. Maliksi A. Mahinhin	
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