



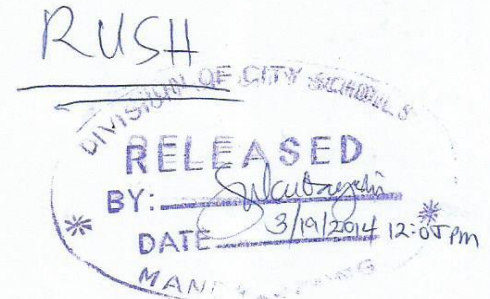
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18 March 2014

MEMORANDUM

To : Assistant Schools Division Superintendent
Education Program and District Supervisors
Elementary and Secondary School Principals



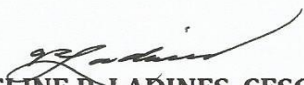
There are reports to the Division Office that teachers in some schools are involved in collection of payments for graduation and class pictures (including make-up fees, etc) and use this for students' clearance.

We reiterate the graduation guidelines stipulated in DepEd Order No. 9, s. 2014 that school heads and teachers should not be involved in any collection and must not use this for clearance purposes. Likewise, school heads must **regulate the cost of picture-taking** and other related expenses.

All teachers and school heads who will be reported to be involved in this scheme shall be made to explain to the Division Office. We expect that in view of the downloaded additional MOOE for student graduation expenses, there shall be no collection anymore from parents and students.

School heads will be accountable to all reported collections.

The ASDS and EPS/District Supervisors will monitor pre-graduation activities and processes.


EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent