



DepEd-SDO of Bulacan Office of the SDS

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REGION III-CENTRAL LITTON

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ZENIA G. MOSTOLES, EdD, CESO V  
Schools Division Superintendent

CHIEF, REGIONAL OFFICE NO. III

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REGIONAL MEMORANDUM  
No. 464, s. 2022

**PROHIBITING SERVING OF MEALS AND GIVING OF TOKENS IN THE CONDUCT OF SCHOOL MONITORING, VALIDATION, AND OTHER OFFICIAL VISITS OF REGIONAL AND SCHOOLS DIVISION OFFICE PERSONNEL**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. This Office issues the following reminders on the conduct of official school visits to monitor, validate, assess, or perform any other official functions by regional and schools division officials and personnel.
2. To ensure that health and safety protocols will be observed in the conduct of any official school visit, school personnel are advised to serve drinking water or refreshments only and not prepare heavy meals or snacks to avoid visiting personnel to stay longer in the school premises after performing the official functions.
3. Further, in observance of Section 7 Paragraph D of RA 6713 also known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" on the solicitation and acceptance of gifts, this Office reiterates as well the "No Gift/Token Policy" in the conduct of all official school visits.
4. For information, guidance, and compliance of all concerned.

MAY B. ECLAR, PhD, CESO III  
Regional Director

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