



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

January 13, 2023

DIVISION MEMORANDUM

NO. 014, s. 2023

**IMPLEMENTATION OF PREFECT OF DISCIPLINE AND ESTABLISHMENT OF
SCHOOL DISCIPLINE COMMITTEE IN THE SCHOOLS DIVISION OF BULACAN**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program and District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. The school, primarily, is a place for learning, gathering information and skills that are essential to a child's integration to the adult world. It aims to develop moral character, personal discipline, civic conscience, vocational efficiency and to teach the duties of citizenship. The school as zone of peace (DepEd Order No. 44, s. 2005), provides the special environment for the formal, physical, mental, emotional and moral growth of the young.
2. **Establishment of School Discipline Committee**
Pursuant to Section I, Chapter III, Part IV of 2000 DECS Service Manual, every school shall maintain discipline inside the school campus as well as the school premises when students are engaged in activities authorized by the school. As stated in paragraph 2, Section 6.2, Rule VI from Rules and Regulations of RA 9155 as mentioned in DepEd Order No. 1, s. 2003, the School Head shall have authority, accountability and responsibility for creating an environment within the school that is conducive to teaching and learning. Thus, school officials and teachers shall have the right to impose appropriate and reasonable disciplinary measures in case of minor offenses or infractions of good discipline.
3. There shall be a committee, which will handle grave/major offenses as stated in the 2000 DECS Service Manual and other issuances of the Department. They shall be composed of chair, co-chair and a member. The School Head shall designate school discipline officer, curriculum chairperson and class advisers per curriculum grade level.

Duties and Responsibilities of School Discipline Committee:

The committee shall have the following specific duties and responsibilities:

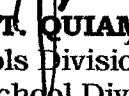
- 3.1. School Discipline Officer as Chairperson
 - a) Shall serve as prefect of discipline within the curriculum grade level.
 - b) Investigates cases listed on the offenses punishable by suspension or expulsion depending on the seriousness of the offense (as stated in Paragraph 1.1.2, Section 1, Chapter III, Part IV of 2000 DECS Service Manual and other issuances of the Department)
 - c) Secures records with confidentiality
 - d) Serves as mediator between the offender and the aggrieved party
 - e) Consistently and uniformly implement the Code of Conduct and values-based intervention
4. Provision for office shall be considered per DepEd Educational Facilities Manual 2010, page 80.
 - a) The term of office depends upon the discretion of the School Head. It shall be indicated in the designation letter.
 - b) Disseminate information about Child Rights Policy of the school.





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- c) Facilitate the completion and submission of all documents relevant to the school discipline.
 - d) Reports to the Assistant Principal for Operations and Learners Support for SHS and To the School Principal for the JHS
5. Curriculum Chairperson as Co-chairperson
- a) Serves as co-prefect of discipline within the grade level in the absence of School Discipline Officer who shall investigate cases listed on the offenses punishable by suspension or expulsion depending on the seriousness of the offense (as stated in Paragraph 1.1.2, Section 1, Chapter III, Part IV of 2000 DECS Service Manual and other issuances of the Department)
 - b) Secures records with confidentiality
 - c) Serves as mediator between the offender and the aggrieved party
6. Class Adviser as Member
- a) Serve as liaison between the school and the parents or guardians.
 - b) Write letters to call the attention of parents or guardians to invite for a conference
 - c) Prepares the anecdotal report and safeguard confidentiality
7. Referral.
- All cases beyond the control and expertise of School Discipline Committee shall be referred to the following offices and furnish copy of referral form attached with anecdotal report (See other supporting documents for more extensive supervision and control.)
- 7.1. Office of the Principal
- a) The case needs administrative action.
 - b) The case needs for referral to other government agency and private institutions.
- 7.2. Office of Guidance and Counseling
- a) The client manifests deviant and maladjustment behaviors.
 - b) The client violates the school rules and regulations in spite of signing the behavior contract.
 - c) The client needs to seek professional help.
8. Additional training on handling such cases will be conducted by select Registered Guidance Counselors of the Division of Bulacan, venue and date to be announced.
9. Dissemination of this Memorandum is desired.


ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent
OIC-Office of the School Division Superintendent

Reference:
DECS SERVICE MANUAL 2000
DepEd Educational Facilities Manual 2010

CID/JPB-Division Memo- Implementation of Prefect of Discipline
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Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph