



**Tanggapan ng Kalihim**  
Office of the Secretary

DEC 06 2005

DepED MEMORANDUM  
No. 369, s. 2005

**GUIDELINES FOR THE CHRISTMAS CELEBRATION**

1. The Department wishes to reiterate the provisions of Memorandum No. 268, s. 2002, 1.c. which states thus:

*1. c. The Department needs to protect earnings of teaching and non-teaching staff from Christmas expenditures. There had been a number of cases where members of the staff have complained about their superiors collecting gifts from them. To eliminate this excuse for collecting from DepEd staff, it has become necessary to lay down the following policies:*

- 1. Management in the Central Office and in the field will decline to receive gifts of more than token value. Expensive gifts will invite questions as to source of funding. When no questionable transactions surface, these expensive gifts will be raffled off among staff members or turned over to charity;*
- 2. Management and staff should refrain from soliciting gifts from companies and organizations; and*
- 3. For those who wish to give gifts, in the spirit of the Christmas season, we suggest identifying specific charitable organizations which can benefit from them or send these to your favorite public school.*


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*As DepEd staff members are discouraged from accepting more than token gifts, this Office must also warn against pressure on public school children and their parents to make financial contributions for Christmas parties or gifts to be given to DepEd staff.*

*There were already complaints heard from the field about this practice. Principals, District Supervisors, Superintendents, and Regional Directors are accountable for acting on such complaints.*

2. With reference to Christmas caroling, the DepEd discourages students and teachers from caroling for the purpose of soliciting money or contributions especially from parents of students during the Christmas season. There are also complaints coming from the parents with regard to this.

3. Immediate dissemination of and compliance with this Memorandum is desired.

  
FE A. HIDALGO  
Undersecretary  
Officer-in-Charge

Reference: None

Allotment: 1—(D.O. 50-97)

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

CELEBRATIONS & FESTIVALS  
STUDENTS  
TEACHERS