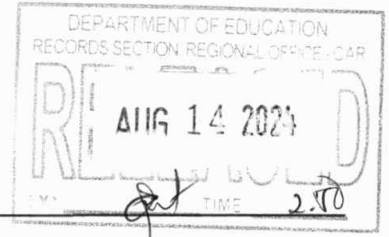




Republic of the Philippines
Department of Education
Cordillera Administrative Region



14 Aug 2024

REGIONAL MEMORANDUM
No. 546.2024

**REITERATION OF DEPED ORDER NO. 08, S. 2013 RE POLICY GUIDELINES
ON REGULATING THE ISSUANCE OF DEPED ADVISORIES**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

- In view of the numerous requests from various organizations for the issuance of DepEd Advisories (DAs) to announce their programs, projects or activities, this Office reiterates **DepEd Order No. 08, s. 2013 re Regulation of Issuance of DepEd Advisories** along with its specific provisions for compliance.
- The said policy guidelines regulate the issuance of DepEd Advisories requested by local, national and international partner companies, associations, organizations, institutions or agencies. These will set 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.
- Item statement No. 1 of the Enclosure to DO 8, s. 2013 outlines the following categories of activities that are permitted by the Department as stated below.

Category	Activity
A	Training programs, seminars, workshops, conference 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, student exchange programs and other activities of similar nature
D	Test 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)



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4. Further, Item Statement No 2 of the same enclosure states that requests for the issuance of DepEd Advisories, companies, associations, organizations, institutions or agencies shall be required to submit the following pre-requisites three months **before the proposed date of the event** (DO 8, s. 2013).

- 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 (SCS) 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.

5. Requests for film showing shall be accompanied by an approval of the Movie and Television Review and Classification Board (MTRCB). 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.

6. For further information relative to this issuance, please refer to DO 8, s. 2013.

7. All teachers and school leaders shall be strictly reminded on the provisions of DepEd Order No. 9, s. 2005 entitled *Instituting Measures to Increase Engaged Time-on Task and Ensuring Compliance* therewith.

8. For information and guidance of all concerned.


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Director IV / Regional Director