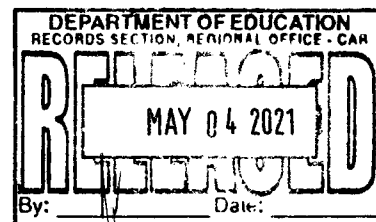




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



April 29, 2021

REGIONAL MEMORANDUM

NO. 177.2021

CLARIFICATION ON WITHHOLDING OF LEARNER'S CREDENTIALS DUE TO UNSETTLED SCHOOL OBLIGATIONS

To: OIC-Asst. Regional Director
Schools Division Superintendents
Private School Administrators
All Others Concerned

1. Relative to the issue on withholding credentials of learners due to unsettled obligations, private schools are hereby advised to adhere to the existing guidelines stipulated in DepEd Order No. 88, s. 2010, "2010 Revised Manual of Regulations for Private Schools in Basic Education" specifically sections 127 and 128 to wit:

Section 127. "Transfer of Students and Transfer Credentials. A pupil or student enrolled in one school is entitled to transfer to another school, provided he has no unsettled obligations with the school he was enrolled in.

Every pupil or student who applies for and is eligible to transfer should be provided by the school he is enrolled in with the appropriate transfer credentials which will entitle him to admission in another school of his choice, subject to the latter's policies and regulations on the admission of transfer students. Such credentials to be issued as follows;

a) For the elementary and secondary levels: The uncanceled report card (Form 138) with the certificate of eligibility to transfer duly accomplished and signed by the school head which shall be issued to the pupil or student within two weeks after filing of the application or after the close of the school year as the case may be".

Section 128. "Withholding of Credentials. The release of the transfer credentials of any pupil or student may be withheld for reasons of suspension, expulsion or nonpayment of financial obligations or property responsibility of the pupil or student to the school. The credentials shall be released as soon as his obligation shall have been settled or the penalty of suspension or expulsion lifted.

However, if, after due inquiry, a school is found to have unjustifiably refused to issue transfer credentials or student records, the Department may issue the same without prejudice to the imposition of appropriate administrative sanctions against the school concerned".

QAD/MAB/cdbjr



Address: Wangal, La Trinidad, Benguet
Telephone No.: (074) 422-1318
Email: car@deped.gov.ph



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2. Though the above provisions allow the withholding of credentials of learners for some reasons, it is improper for the child not to enroll and be deprived of education due withheld credentials for the unsettled monetary obligations which is beyond his or her responsibility and accountability. Concerned schools are therefore directed to initiate other strategies to compel the responsible parents or guardians to settle financial liabilities without causing mental, emotional or psychological disturbance on the part of the learner.

3. Schools Division Offices are directed to closely monitor the implementation of this particular guidelines.

4. For details or queries, kindly contact the Quality Assurance Division (QAD) at Tel. No. 422-1318 (local 1201) or email at quad.depedcar@gmail.com.

5. Immediate dissemination of this memorandum is desired.


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director