

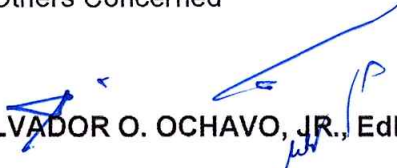


Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM

No. 011, s. 2021

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public and Private Secondary and Integrated School Heads
Supreme Student Government Organizations (SSGs)
All Others Concerned

From :  SALVADOR O. OCHAVO, JR., EdD, CESO V

Subject : REVISED GUIDELINES ON CAMPUS INTEGRITY CRUSADERS
PROGRAM IN TIME OF COVID-19 PANDEMIC

Date : January 14, 2021

1. Be informed that the Office of the Ombudsman issued a Memorandum Circular No. 2, Series of 2020 entitled *Revised Guidelines on Campus Integrity Crusaders Program in Time of COVID-19 Pandemic*.
2. Attached is the copy of Memorandum Circular No. 2, Series of 2020.
3. Immediate dissemination of this Memorandum is enjoined.

Encl: None

Reference: Office of the Ombudsman Circular No. 2 S., 2020

To be indicated in the Perpetual Index
under the following subjects

AWARDS
PROGRAMS

CERTIFICATES
PROJECTS

CONTEST
RECOGNITION

ORGANIZATIONS
SEARCH



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Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Aglipay Road, Diliman, Quezon City

MEMORANDUM CIRCULAR No. 2
Series of 2020

TO: OVERALL DEPUTY OMBUDSMAN, DEPUTY OMBUDSMEN, ASSISTANT OMBUDSMEN, BUREAU DIRECTORS, OFFICERS AND STAFF OF THE PUBLIC ASSISTANCE AND CORRUPTION PREVENTION OFFICE AND COUNTERPART AREA/SECTORAL OFFICES/BUREAUS

RE: REVISED GUIDELINES ON CAMPUS INTEGRITY CRUSADERS PROGRAM IN TIME OF COVID-19 PANDEMIC

Section 1. RATIONALE. In line with the policy of the national government on the prohibition of *in-person/face-to-face activities* due to COVID-19 pandemic in the country which has been reiterated by the Issuances of the Office of the Ombudsman, there is a need for the Campus Integrity Crusaders (CIC) Program as sanctioned by Office's *Memorandum Circular (MC) No. 04, series of 2012* attached as Annex "A" to shift to *online platform* in the implementation of its activities.

Section 2. PURPOSE. The use of *online platform* in the implementation of CIC Program Activities for School Year (SY) 2020-2021 and the coming SYs, if necessary, aims to ensure the health, safety and well-being of the student-leaders, teacher-advisers, and all of those involved in said Program as the Office of the Ombudsman continues to empower the youth in their involvement in corruption prevention initiatives by developing their leadership skills and instilling the values of integrity and social responsibility.

Section 3. DEFINITION OF ONLINE PLATFORM. *Online platform* refers to a range of services available on the Internet including social media, creative content outlets, application stores, communication services, among others. It is a digital service that facilitates interactions between two or more distinct but interdependent set of users who interact through the service via the Internet. [source: <https://www.oecd-ilibrary.org/science-and-technology/>]

Section 4. EXTENSION OF SCHOOL YEAR 2019-2020 CIC ACCREDITATION TO SY 2020-2021 AND COMING SYs. The CIC accreditation granted to school/campus-based organizations from the secondary and tertiary levels for SY 2019-2020 shall be extended to SY 2020-2021 and the coming SYs, if necessary, to implement *online CIC Projects* activities promoting integrity and social responsibility provided that the following electronic documentary requirements in accord with MC No. 4, series of 2012, shall be submitted to the CIC Program Implementer in the central or area/sectoral office per Section 2d of Memorandum Circular No. 02, series of 2019 attached as Annex "B":

1. *Letter of Intent* of CIC-accredited organization expressing its intention to implement *online CIC Activities* for SY 2020-2021 and the coming SYs, if necessary, bearing the electronic signatures of its President, designated CIC Adviser, and School Principal/Dean of Student Affairs. The electronic form (E-Form) of *Letter of Intent* is attached as Annex "C";

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2. *Project Proposal* of the CIC-accredited organization with at least 2 *online* CIC activities, one for integrity and one for social responsibility, together with the details of implementation, including the *online platform/s* to be used, bearing the electronic signatures of its President, designated CIC Adviser and School Principal/Dean of Student Affairs. The E-Form of Project Proposal is attached as Annex "D";
3. *List of Current School Year Officers* of CIC-accredited organization bearing the electronic signatures of its President and designated CIC Adviser. The E-Form of said List is attached as Annex "E";
4. *Letter of Designation of Adviser* of CIC-accredited organization bearing the electronic signature of Principal/Dean of Student Affairs. The E-Form of said Designation is attached as Annex "F"; and
5. *Letter of Commitment* to support the online CIC activities bearing the electronic signatures of School Principal/Dean of Student Affairs and designated CIC Adviser. The E-Form of said Commitment is attached as Annex "G".

The extension of CIC accreditation of a school/campus-based organization together with the implementation of its proposed CIC Project's activities under the chosen *online platform/s* shall be reflected in the electronic Certification of Extension of Accreditation and Letters to the President of CIC-accredited organization and School Principal/Dean of Student Affairs, all bearing the electronic signature of the concerned Bureau Director or Head of the CIC Program Implementer. The E-Certification and E-Forms of Letters are attached as "Annexes "H", "I" and "I-1".

Section 5. APPLICATION FOR CIC ACCREDITATION FOR SCHOOL YEAR 2020-2021 AND COMING SYs. Electronic application for CIC accreditation for SY 2020-2021 and the coming SYs, if necessary, of a school/campus-based organization not accredited for SY 2019-2020 shall be supported by electronic documentary requirements mentioned under 2, 3, 4 and 5 of Section 4 of this Memorandum Circular in addition to the Certificate of Recognition of organization per Section 4C of MC No. 04, series of 2012. The approval of CIC accreditation and the implementation of the proposed CIC Project's activities under the chosen *online platform/s* shall be delegated to the concerned Bureau Director or Head of the CIC Program Implementer and the same shall be reflected in an E-Certification of CIC Accreditation attached as Annex "J" and E-Letter Forms to the CIC-accredited organization President and School Principal/Dean of Student Affairs attached as Annexes "I" and "I-1", all bearing the electronic signature of the concerned Bureau Director or Head of the CIC Program Implementer. E-Forms on the revised application for CIC accreditation and supporting documentary requirements are attached as Annexes "K" to "K-5".

Section 6. SUBSTITUTION FOR E-SIGNATURE OF PRINCIPAL/DEAN. If in case the electronic signature of the School Principal/Dean of Student Affairs could not be affixed in the electronic documentary requirements mentioned in Sections 4 and 5 of this Memorandum Circular, it is sufficient that said documents be noted/approved and indorsed by said official through his/her personal/official email address directly to the concerned CIC Program Implementer or through the designated CIC Adviser.

Section 7. IMPLEMENTATION OF ONLINE CIC ACTIVITIES. At any stage of the implementation of CIC Project's activities, there shall be no in-person face-to-face activities. Interaction through the chosen online platform/s shall only be made at home by all of those involved for their safety and protection from COVID-19.

In the conduct of online CIC activities, the following *online etiquettes*, among others as they may deem applicable, shall be observed:

- a) Views shared must be apolitical and focused only on CIC values being promoted
- b) Use of appropriate language and tone
- c) Respect and consideration for others
- d) Due regard to relevant provisions of copyright and data privacy laws

To monitor the CIC Project's *online* activities, an electronic Report stating the details of their implementation shall be submitted to the concerned CIC Program Implementer bearing the electronic signatures of the CIC-accredited organization's President, designated Adviser and School Principal/Dean of Student Affairs using the Report E-Form attached as Annex "L".

Section 8. CIC PROGRAM COORDINATION AND OTHER RELATED ACTIVITIES. Ombudsman-initiated activities such as CIC Program Orientation, Meeting and other activities related to CIC Program promotion and coordination to be facilitated by the respective CIC Program Implementers in the central and area/regional offices shall also be conducted through *online platform*.

Section 9. CIC Secretariat. The Community Coordination Bureau of the Public Assistance and Corruption Prevention Office in the central office shall serve as the CIC Secretariat with oversight and monitoring functions. It shall coordinate with the CIC Implementers in the area and sectoral offices and maintain the official master list, updated profile and database of activities of all the CICs.

Section 10. SUPPLEMENTARY APPLICATION OF MC No. 04, Series of 2012. Provisions of MC No. 04, series of 2012 not inconsistent with this Memorandum Circular shall remain applicable.

Section 11. Effectivity. This Memorandum Circular shall take effect this _____th of _____, 2020.

Issued this _____th of _____, 2020, Quezon City, Philippines.



Samuel R. Martires
SAMUEL R. MARTIRES
Ombudsman

Attached: Mentioned Annexes