



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

December 15, 2022

**DIVISION MEMORANDUM**

**NO. 541, s. 2022**

**MONITORING OF THE CELEBRATION OF CHRISTMAS IN SCHOOLS**

To: OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors/OIC of the Districts  
Heads of Public Elementary, Secondary and  
Integrated Schools Concerned

1. In compliance with DepEd Order No. 52, s. 2022 titled **“An Order Providing for the Guidelines in the Celebration of Christmas within the Department of Education”**, this Office will conduct monitoring activities on December 16, 2022.
2. This activity aims to ensure that Christmas celebrations in schools are in compliance with the provisions stipulated in the above DepEd Order.
3. All Education Program Supervisors, Public Schools District Supervisors and Senior Education Program Specialists are requested to monitor the conduct of Christmas celebrations in their respective assigned district/s.
4. Attached are the following enclosures for your guidance.
  - a. Enclosure No. 1 - DepEd Order No. 52, s. 2022
  - b. Enclosure No. 2 - Division M&E Tool
5. Expenses relative to the conduct of this activity shall be charged against the Division MOOE funds, subject to usual accounting and auditing rules and regulations.



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6. It is expected that in the conduct of this activity, all involved must adhere to minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).
7. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**ANDRES D. QUIACHON**  
EPS-Science  
In-Charge of the Division  




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Republic of the Philippines  
**Department of Education**

DepEd ORDER  
No. **052**, s. 2022

02 DEC 2022

**AN ORDER PROVIDING FOR THE GUIDELINES IN THE CELEBRATION  
OF CHRISTMAS WITHIN THE DEPARTMENT OF EDUCATION**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Philippines, one of the six predominantly Christian countries in Asia, boasts the earliest, longest, and perhaps, the most colorful Christmas season in the world. Amidst the worst calamities, crises, losses, and pandemic, we Filipinos always carry resilient spirits and joyful hearts in celebrating Christmas and the holiday season.
2. The first Christmas set the pattern for how Jesus Christ lived His whole life here on earth: with humility, simplicity, and obedience. Every Christmas is an invitation and a challenge for humanity to imitate and imbibe these virtues.
3. To this end, the whole Department of Education (DepEd) community is urged to strive for a genuine celebration of hope, unity, and service for others every Christmas season. Celebrations in public schools and DepEd central and field offices should be simple yet meaningful, keeping in mind the true spirit of the season and the austerity called for by the difficult economic times.
4. In line with the foregoing, the following guidelines should be observed:
  - a. All Christmas parties, themes, costumes, decoration, and exchange gifts are voluntary. No learner or DepEd personnel should be forced to contribute, participate, or use their money for the celebration;
  - b. No learner shall be excluded from joining the Christmas celebration by reason of their failure to give the voluntary contribution or absence of a prepared gift;
  - c. Celebrations in schools and in DepEd offices, as far as practicable, should be simple yet meaningful. Christmas party themes should not result to expenses that will become a burden on parents, students, and DepEd personnel;
  - d. Contributions for celebrations in schools or offices, whether in cash or in kind, should be strictly voluntary;



- e. Old Christmas decors should be recycled, purchase of new decors are not encouraged. No learner or DepEd personnel will be required to make decors specifically for a party.;
  - f. Christmas parties in schools may be organized within class hours so long as it does not interfere with the scheduled lesson plans intended to be taught to the students;
  - g. The conduct of Christmas get-togethers and other similar year-end activities should not compromise the provision of departmental services;
  - h. Gift-giving should be guided by the spirit of sharing and should not lead to extravagant spending;
  - i. DepEd personnel should be reminded that solicitations, whether in cash or in kind, are not allowed for Christmas parties or holiday celebrations.
5. The provisions of this Order cover all DepEd schools and offices in the country.
  6. Schools Division Offices may issue additional guidelines based on their local customs and traditions, subject to the abovementioned guidelines.
  7. Private schools, community learning centers, as well as state/local universities and colleges (SUCs/LUCs) may choose to adopt the provisions of this DO as basis in the conduct of their own Christmas parties or celebrations.
  8. Immediate dissemination of and strict compliance with this Order is directed.

Reference:  
None

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

BUREAUS AND OFFICES  
CELEBRATIONS  
EMPLOYEES  
FESTIVALS  
POLICY  
PROGRAMS

JDMC, MPC DO Christmas and Holiday Celebrations in DepEd  
0386 – December 1, 2022



**SARA Z. DUTERTE**  
Vice President of the Philippines  
Secretary of the Department of Education



Republic of the Philippines  
**Department of Education**  
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SCHOOLS DIVISION OF CAPIZ

**MONITORING TOOL OF THE  
CELEBRATION OF CHRISTMAS IN SCHOOLS**

School Name: \_\_\_\_\_  
School ID: \_\_\_\_\_ District: \_\_\_\_\_  
School \_\_\_\_\_ Contact \_\_\_\_\_  
Head: \_\_\_\_\_ Number \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Monitoring: December 16, 2022

Objective: To ensure compliance to DepEd Order No. 52, s. 2022 titled “**An order Providing for the Guidelines in the Celebration of Christmas Party within the Department of Education**”.

Directions: Please check each item appropriately in the space provided and give necessary comments on the remarks, if needed.

Part I.

| <b>The school has observed/ensured ...</b>   | <b>YES</b> | <b>NO</b> | <b>Remarks/ MOVs</b> |
|--|------------|-----------|----------------------|
| 1. that no learner or personnel were “forced to contribute, participate or use their money for the celebration”.   |            |           |                      |
| 2. that the celebration is “simple yet meaningful”. (Simple Christmas Party theme)   |            |           |                      |
| 3. that costumes, decorations, and exchange gifts (if any) which are all voluntary.  |            |           |                      |
| 4. that no solicitation was done.  |            |           |                      |
| 5. the equal opportunity principle (learners should not be excluded from participating in the Christmas party in case they won't voluntarily contribute or offer a prepared gift). |            |           |                      |
| 6. that “gift-giving should be guided by the spirit of sharing and should not lead to extravagant spending”.   |            |           |                      |
| 7. the use of recycled old Christmas ornaments/ decorations.   |            |           |                      |
| 8. the celebration was done within class hours<br>(time: _____)  |            |           |                      |
| 9. the scheduled lessons for the day were not affected.  |            |           |                      |
| 10. the provision of school services is not compromised (there is/ are assigned personnel to cater the needs of the clients).  |            |           |                      |
| 11. that cleanliness and orderliness were observed.  |            |           |                      |



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Part II.

**1. Enrolment and Attendance**

| GRADE LEVEL        | ENROLMENT |   |   | NO. OF LEARNERS PRESENT |   |   | NUMBER OF TEACHERS PRESENT |   |   |
|--------------------|-----------|---|---|-------------------------|---|---|----------------------------|---|---|
|                    | M         | F | T | M                       | F | T | M                          | F | T |
| Kindergarten       |           |   |   |                         |   |   |                            |   |   |
| Grade 1 / Grade 7  |           |   |   |                         |   |   |                            |   |   |
| Grade 2 / Grade 8  |           |   |   |                         |   |   |                            |   |   |
| Grade 3 / Grade 9  |           |   |   |                         |   |   |                            |   |   |
| Grade 4 / Grade 10 |           |   |   |                         |   |   |                            |   |   |
| Grade 5 / Grade 11 |           |   |   |                         |   |   |                            |   |   |
| Grade 6 / Grade 12 |           |   |   |                         |   |   |                            |   |   |
| ALS                |           |   |   |                         |   |   |                            |   |   |
| SPED               |           |   |   |                         |   |   |                            |   |   |
| <b>TOTAL</b>       |           |   |   |                         |   |   |                            |   |   |

Agreement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Monitored by:

\_\_\_\_\_

\_\_\_\_\_

Concurred by:

\_\_\_\_\_ Date: December 16, 2022 @ \_\_\_\_\_



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