



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

November 22, 2023

DIVISION MEMORANDUM
NO. **615** s. 2023

**GUIDELINES IN CELEBRATING CHRISTMAS IN A SIMPLE, SAFE,
AND MEANINGFUL ACTIVITIES IN ALL SCHOOLS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
Heads, Public and Private, Elementary, Secondary and
Integrated Schools
All Others Concerned

1. In relation to the upcoming Christmas Celebration, this office reiterates compliance with the provisions of DepEd Order No. 052, s. 2023 titled **“An Order Providing for the Guidelines in the Celebration of Christmas within the Department of Education”**.
2. Further, and in consonance with Regional Memorandum No. 898, s. 2023 titled “Guidelines in Celebrating Christmas in a Simple, Safe, and Meaningful Activities in all Schools”, this office emphasizes the following guidelines in the celebration of the yuletide season in simple, safe, and meaningful ways in all schools of the Division.

A. Pre-event Activities and Preparation

Schools are reminded to observe the following:

- No collection policy must be emphasized;
- DepEd personnel are not allowed to solicit, whether in cash or in kind, for Christmas parties and holiday celebrations;
- Venue of the activity must be within the school premises;
- Christmas parties, themes, costumes, decorations and gifts are strictly voluntary;
- Recycling of old Christmas décor is encouraged;
- The date of the activity must adhere to DepEd Order No. 22, s. 2023;



Address: Banica, Roxas City
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Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

- The time of the activity must not go beyond 4:00 p.m. and shall not extend to another venue, date, or time;
- Food preparation must be handled properly; and
- Learners must secure parents' consent.



B. Event Day Guidelines

- The event must be facilitated by the class adviser or a teacher;
- Only stakeholders are allowed within the school premises;
- Participants must adhere to the latest DOH and LGU health protocols; and
- Stringent rules against unauthorized persons must be imposed to avoid bringing in of alcoholic drinks and others.

C. Post Event Activities

- All learners must be out of the school premises after the activity;
- Leftovers must properly be disposed of;
- The venue of the activity must be cleaned, arranged, and sanitized; and
- Electrical connections, wall outlets, electric fans and the like must be de-energized.

3. School officials are requested to seek assistance from local law enforcement entities to ensure peace and order during the activity.
4. For inquiries and concerns, kindly contact **Ms. Yzarda Claudette D. Ballera** or **Ms. Jhean Mae Grace Lingco**, PDO I at mobile number **09817252244/09388228447**.
5. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Encl.: As stated

Reference: Regional Memorandum No. 898, s. 2023

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

LEARNERS TEACHERS SCHOOLS CELEBRATIONS



Address: Banica, Roxas City
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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

REGIONAL MEMORANDUM
No. 893 s. 2023

NOV 21 2023

**GUIDELINES IN CELEBRATING CHRISTMAS IN A SIMPLE, SAFE,
AND MEANINGFUL ACTIVITIES IN ALL SCHOOLS**

To: Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. In addition to the attached DepEd Order No. 114, s. 2009 titled **CELEBRATING CHRISTMAS THROUGH SIMPLE BUT MEANINGFUL ACTIVITIES** and DepEd Order No. 052, s. 2022 title **AN ORDER PROVIDING FOR THE GUIDELINES IN THE CELEBRATION OF CHRISTMAS WITHIN THE DEPARTMENT OF EDUCATION**, this Office emphasizes the following guidelines in the celebration of the yuletide season in simple, safe, and meaningful ways in all schools of the Region.

1. Pre-event Activities and Preparations

SDOs are enjoined to conduct a forum with school heads to discuss the following:

- No collection policy must be emphasized;
- DepEd personnel are not allowed to solicit, whether in cash or in kind, for Christmas parties and holiday celebrations;
- Venue of the activity must be within the school premises;
- Christmas parties, themes, costumes, decorations, and gifts are strictly voluntary;
- Recycling of old Christmas decor is encouraged;
- The date of the activity must adhere to DepEd Order No. 022, s. 2023;
- The time of the activity must not go beyond 4:00 p.m. and shall not extend at another venue, date, or time;
- Food preparation must be handled properly; and
- Learners must secure parents' consent.



Address: Duran Street, Iloilo City, 5000
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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

2. Event Day Guidelines

- The event must be facilitated by the class adviser or a teacher;
- Only stakeholders are allowed within the school premises;
- Participants must adhere to the latest DOH and LGU health protocols; and
- Stringent rules against unauthorized persons must be imposed to avoid bringing in of alcoholic drinks and others.

3. Post Event Activities

1. All learners must be out of the school premises after the activity;
2. Leftovers must properly be disposed of;
3. The venue of the activity must be cleaned, arranged, and sanitized; and
4. Electrical connections, wall outlets, electric fans and the like must be de-energized.

2. The SDOs may include other guidelines/provisions/precautionary measures which are not contradictory to this Memorandum.

3. School officials are requested to seek assistance from local law enforcement entities to ensure peace and order during the activity.

4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As Stated

Reference: D.O. 114, s. 2009 and D.O 052, s. 2022

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

CELEBRATIONS AND FESTIVALS
SCHOOLS
STUDENTS
OFFICIALS

HDE/Folio – Template for issuance
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Republic of the Philippines
Department of Education

02 DEC 2022

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



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DEPED-OSEC-478029

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



NOV 20 2009

DepEd ORDER
No. **114** s. 2009

**CELEBRATING CHRISTMAS THROUGH SIMPLE
BUT MEANINGFUL ACTIVITIES**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The severe difficulties during the past months arising from the global financial crisis and, more recently, the series of destructive typhoons have tested the Filipinos' resiliency. Much suffering has been experienced; yet we end the year with the spirit unbowed and full of hope.

2. The Christmas season should be an occasion for thanksgiving and rejoicing. It also provides us the opportunity to imitate and live out the virtues which the Lord Jesus exemplified during His life here on earth, such as humility, simplicity, and obedience. Christmas celebrations in public schools and DepEd Central and field offices should be simple but meaningful, keeping in mind the true spirit of the season and the austerity called for by the difficult economic times. The following guidelines should be observed:

- a. Contributions for celebrations in schools or offices, whether in cash or in kind, should be strictly voluntary;
- b. Decorations should be simple, inexpensive and to the extent possible, produced by students and staffers;
- c. Gift-giving should be guided by the spirit of sharing and should not lead to extravagant spending;
- d. Schools or offices which decide to forego Christmas parties should consider donating the savings to relief assistance for families still reeling from the destruction caused by recent calamities; and
- e. Disruption of academic activities in schools and delivery of Departmental services should be minimized.

3. Any violation of the guidelines prescribed in this Order shall be subject to administrative action.

4. Immediate dissemination of and compliance with this Order is directed.

JESLI S. LAPUS
Secretary

Reference: DepEd Order: No. 74, s. 2008
Allotment: 1—(D.O. 50-97)

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

**CELEBRATIONS & FESTIVALS
EMPLOYEES
OFFICIALS**

**SCHOOLS
STUDENTS**