



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

04 June, 2024

DIVISION MEMORANDUM
No. 412 s.2024

STUDENTS' CLEARANCE POLICY

TO: Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
Teaching Personnel and Non-Teaching
All Others Concerned
This Division

1. This division has been receiving complaints that there are schools requiring students to pay PTA donations, contributions and fees. Likewise, we also received reports that students were required to comply with their long list of clearances at the end of the school year.

2. Pursuant to DepEd Order No. 3, s. 2024, reiterated by DepEd Memorandum No. 373, s. 2024 specifically under DepEd Order No. 41, s. 2012 also known as "Revised Guidelines on the Opening of Classes", in no case shall non-payment of voluntary school contributions or membership fees be made a basis for admission, non-promotion, non-issuance of clearance to a student by the school concerned.

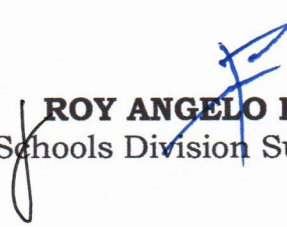
3. It is understood that PTA donations, contributions and fees are VOLUNTARY in nature and must not be a requirement for a learner to take the exam and/or for the release of the learner's credential.

4. Further, in DepEd Memorandum No. 143, s. 2016 entitled "Reiteration of the No Collection Policy from Parent-Teacher Associations", non-academic projects such as attendance to field trips, film showing, junior senior promenade, and other school events should not be imposed as requirements for graduation or completion. No requirements nor other clearances be imposed for the issuance of the students' credentials unless expressly stated by legal orders or DepEd issuances.

5. Furthermore, in cases involving lost textbooks, please be guided with DO No. 25, s. 2003 entitled "RESOLVING LOSSES OF TEXTBOOKS.

6. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment shall be accorded to all concerned/participants regardless of disability, sexual orientation, gender, age, religion and ethnicity.

7. Strict compliance to this memorandum is hereby enjoined.


ROY ANGELO E. GAZO
Schools Division Superintendent

ENCL: As stated
Reference: None

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

STUDENTS CLEARANCE

RQB/DM – students' clearance policy
June 4, 2024