



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

2411-1337

**DIVISION MEMORANDUM**

No. 411, s. 2024

**REITERATING DEPED ORDER NO. 052 s. 2022 OR THE GUIDELINES ON THE CELEBRATION OF CHRISTMAS WITHIN THE DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendent  
Division Chiefs (CID and SGOD)  
Section Heads / Unit Heads  
Public and Private School Heads  
Teaching and Non-Teaching Personnel  
All others concerned

1. DepEd Order No. 052 s. 2022 provides for the guidelines on the celebration of Christmas within DepEd offices and schools to remain simple, meaningful, and respectful of diverse beliefs and economic situations.
2. This Division issues this reiteration to remind all teaching and non-teaching personnel to tone down celebrations to make it simple and meaningful.
3. Pertinently, DO No. 52, s. 2022, provides that the following guidelines should be observed:
  - a. 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 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 discouraged. 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 lessons plans intended to be taught to students;



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- 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 solicitation, in cash or in kind, are not allowed for Christmas parties or holiday celebrations.
4. Further, teachers are reminded that out-of-office get together with students are discouraged. Teachers can be held liable for damages caused by their pupils and students while they are under their custody, according to Article 2180 of the Civil Code
  5. For immediate dissemination of and strict compliance.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



AO-V/Atty.Krt



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