



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 853 s, 2025

**REITERATION OF GUIDELINES FOR RESPONSIBLE MANAGEMENT
OF YEAR-END ACTIVITIES**

To: Assistant Schools Superintendent
CES, SGOD
CES, CID
Public and Private School Heads
All Teaching/Non-Teaching Personnel

1. All personnel are reminded to adhere to DBM Circular Letter No. 2025-11 dated November 3, 2025, which calls on all government agencies to exercise responsible management of public funds for year-end gatherings and similar activities.
2. **This Division reminds everyone to ensure that year-end activities and celebrations are simple and meaningful;** reflecting the spirit of public service. Consequently, **extravagant or lavish celebrations are strictly discouraged.**
3. Schools and Offices are strongly encouraged to focus efforts on activities that embody the DepEd's core values, such as:
 - **Organizing Outreach Programs** for communities affected by recent calamities or disadvantaged groups.
 - **Conducting Donation Drives** (e.g., in-kind, food, educational supplies) to build camaraderie and social consciousness within the organization.
 - Other activities that foster **moral development and team spirit** rather than being centered on material or excessive spending.
4. All DepEd personnel—including School Heads, teachers, and non-teaching staff—are **strictly prohibited from soliciting or collecting monetary contributions** from learners, parents/guardians, or external stakeholders for any purpose related to year-end activities, parties, or office operations. **The use of the DepEd name, the Division Office, or any school within the Division for unauthorized external solicitation of funds, services, or goods is likewise absolutely prohibited.**
5. For immediate dissemination and strict compliance.


VILMA D. EDA, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
 OFFICE OF THE SECRETARY

MEMORANDUM

FOR : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 SCHOOL HEADS
 ALL OTHERS CONCERNED

FROM : SONNY ANGARA 
 Secretary

SUBJECT : REITERATION OF THE DEPARTMENT OF BUDGET AND
 MANAGEMENT CIRCULAR LETTER NO. 2025-11

DATE : NOVEMBER 6, 2025

In line with the guidance of President Ferdinand R. Marcos Jr. to uphold prudence, compassion, and solidarity, and pursuant to DBM Circular Letter No. 2025-11 dated November 3, 2025, all government agencies are reminded to exercise responsible management of public funds for year-end gatherings and similar activities.

All DepEd personnel are enjoined to ensure that year-end activities are simple, meaningful, and inclusive, reflecting the spirit of public service. Extravagant or lavish celebrations are strictly discouraged.

Regional and division offices, as well as schools, are encouraged to instead organize outreach or donation drives for communities affected by recent calamities or activities that build camaraderie and morale within the organization.

Let us celebrate public service with simplicity, sincerity, and shared purpose.

For dissemination and strict compliance.

JD. M Reiteration of DBM CL No. 2025-11
 0399 - November 5, 2025