



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 825 s, 2025

REITERATION OF THE NO GIFT POLICY IN DEPED VIGAN

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

1. This Memorandum is issued to strictly reiterate the Department of Education's **No Gift Policy** as mandated by existing laws, including the **Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713)** and the **Anti-Graft and Corrupt Practices Act (R.A. 3019)**. This policy aims to uphold the highest standards of integrity, transparency, and impartiality among all DepEd personnel in the performance of their official duties.
2. **All DepEd officials and employees are strictly prohibited from soliciting or accepting, directly or indirectly, any form of gift, favor, entertainment, loan, or anything of monetary value from any person, entity, or party that:**
 - a. **Has current or pending official business transactions with the Department; or**
 - b. **May benefit from or be affected by the official action of the concerned DepEd official or employee.**
3. For the purpose of this policy, "gift" includes, but is not limited to:
 - Cash or cash equivalents (e.g., checks, gift certificates, vouchers).
 - Tangible items (e.g., gadgets, jewelry, excessive food baskets).
 - Free or unduly discounted services, travel, or accommodations.
 - Extravagant entertainment or hospitality.
4. The only permissible exceptions are items of **token or negligible monetary value (de minimis)**, provided they are unsolicited, customary in nature, and are not intended to influence any official action. Examples include:
 - Unsolicited promotional items (e.g., pens, notepads bearing corporate logos).



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
 Website: www.depedvigancity.com

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- Modest and reasonable refreshments provided during official meetings or functions.
5. The acceptance of **cash or cash equivalents is strictly prohibited** under all circumstances, even if claimed to be of de minimis value.
 6. Personnel who are offered or receive a gift that violates this policy must:
 1. **Politely decline** the offer and cite the existing DepEd policy.
 2. If the gift cannot be returned (e.g., sent by mail), the personnel must **immediately report** the incident in writing to their immediate Head of Office or the Division/Regional Legal Unit for proper disposition and documentation.
 7. All Heads of Offices and School Heads are directed to ensure the immediate and widest dissemination of and strict compliance with this Memorandum within their respective jurisdictions. Non-compliance shall be dealt with in accordance with Civil Service laws, rules, and regulations.

Vilma D. Eda
VILMA D. EDA, CESO V
Schools Division Superintendent



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