



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OCT 19 2023

DIVISION MEMORANDUM
No. 404, s. 2023

SUBMISSION OF EXISTING STUDENT HANDBOOKS OR MANUAL

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Principals
SDO Personnel
All Others Concerned

1. To ensure the standardization, as well as the assurance of the appropriateness of student handbooks or manuals in all public schools in the province, this Office announces the **Submission of Existing Student Handbooks or Manuals on October 27, 2023.**
2. This goal is rooted from the prevalent cases of child abuse and a number of cases of negligence, misconduct, and neglect of duty against school personnel.
3. To eliminate, or to lessen at the very least, cases of such, SDO Bataan is pushing to come up with a standardized handbook or manual that can fully guide our learners, parents and DepEd personnel for their protection.
4. In line with this, the Undersigned requires all School Heads to submit their existing student handbooks to the Division Office not later than the abovementioned date.
5. Immediate dissemination of and compliance to this Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent



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October 16, 2023

Encl: As stated.
To be indicated in the Perpetual Index
under the following subjects:

HANDBOOK
LEARNERS
MANUAL
POLICY



"We Mould Heroes"

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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001169