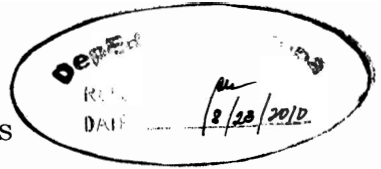


Republic of the Philippines  
Department of Education  
National Capital Region  
DIVISION OF CITY SCHOOLS  
City of Muntinlupa



August 23, 2010


DIVISION MEMORANDUM

No. 220.s. 2010

To: Division Supervisors/ Coordinators  
Division/School Administrative Officers  
Elementary/ Secondary School Principals

**TRANSFERRING OF STUDENTS DUE TO OFFENSES/S**

1. Attached is Regional Memorandum No. 302,s. 2010, entitled “ Transferring of Students Due to Offenses/s.” which is self- explanatory for the information and guidance of all concerned.
2. Immediate and wide dissemination and compliance of this memorandum is desired.

  
**DOMINICO C. IDANAN, Ed.D.**  
Officer-In-Charge  
Office of the Schools Division Superintendent

Reference:

DepEd Regional Memorandum No. 302.s.s 2010

2 copy



**Republika ng Pilipinas**  
*(Republic of the Philippines)*  
**KAGAWARAN NG EDUKASYON**  
*(DEPARTMENT OF EDUCATION)*  
**PAMBANSANG PUNONG REHIYON**  
*(NATIONAL CAPITAL REGION)*  
 Daang Misamis, Bago Bantay, Lungsod Quezon  
*(Misamis St., Bago Bantay, Quezon City)*

Department of Education	10
National Capital Region	10
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By: _____	Date: 6/16/10 Time: _____

Division of City Schools

Received: \_\_\_\_\_  
 Date: 6/17/10

**REGIONAL MEMORANDUM**  
 No. 302, s. 2010

August 5, 2010

To : Schools Division Superintendents  
 School Heads

**Transferring of Students Due to Offense/s**

1. In view of the numerous complaints being received by this Office on transferring/dropping of students due to infraction or commission of offense/s, pertinent portions of the 2000 DECS Service Manuel are herein quoted for guidance, to wit:

*"School officials and teachers shall have the right to impose appropriate and reasonable disciplinary measures in case of minor offenses or infractions of good discipline. However, no cruel or physically harmful punishment shall be imposed or applied against any pupil or student.*

*For first offense and other offenses which are not very serious in nature, a suspension from school not to exceed three (3) days may be authorized by the principal without the prior approval of the Division Superintendent. However, parents must be informed by the teacher or the school principal of any misconduct on the part of their children for which disciplinary action is necessary.*

*For persistent offender or one guilty of a serious offense, a suspension for not more than one (1) year may be imposed subject to the approval of the Division Superintendent.*

*Suspension for a school year or more, or expulsion from school can be ordered only by the Secretary." (emphasis supplied)*

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*"Character, Competence, Excellence and Distinction"*

2. Transfer of student/s is equivalent to exclusion/expulsion from the school which, only the Secretary of Education can order or impose for commission of grave offense/s, and after observance of due process. Accordingly, any School/Division Official has no authority to order the transfer/exclusion of a student.

3. To help teachers/school officials in dealing with offending students, School Heads are encouraged to include a module on behavior modification techniques in its in-service training.

4. Immediate and wide dissemination of this Memorandum is desired. All teachers and Guidance Counselors shall be furnished a copy hereof.

Strict compliance is enjoined.

  
**FLORDELIZA R. MAGDAY, CESO IV**  
Director III  
Officer-In-Charge  
Office of the Regional Director