



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

10 February 2022

**DIVISION MEMORANDUM**

No. **050** s. 2022

**INSTRUCTIONS FOR ADOPTING OR CONTEXTUALIZING THE REGIONAL POLICY ON GENDER RESPONSIVE AND NON-DISCRIMINATORY STUDENT DISCIPLINE MANUAL (GRaNdSDisM) BY ALL PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY SCHOOLS OF THE SCHOOLS DIVISION OFFICE OF BAGUIO CITY**

To: Assistant Schools Division Superintendent  
Chiefs  
Public Schools District Supervisors  
Public School Heads  
Private Schools Heads/Administrators

Division GRaNdSDisM Technical Working Committee  
Division CPP Coordinator

School Child Protection Committees  
General Parents-Teachers Associations  
Federated PTA – Baguio City  
Supreme Pupil Governments (SPGs)  
Supreme Student Governments (SSGs), and  
All Others Concerned

1. The teleconferencing/web conferencing to cascade the Regional Policy on the Gender Responsive and Non-Discriminatory School Discipline Manual (GRaNdSDisM) for 10 clusters, pursuant to DM No. 343, s. 2020 and DM No. 315, s. 2021, has been concluded;
2. The activity was attended by the Public Schools District Supervisors, identified members of the schools' child protection committees of both public and private schools and their ICT coordinators, SSGs and SPGs, and members and officers of parents-teachers' associations and Federated PTA officers of Baguio City;
3. After the rollout of the Regional Policy on GRaNdSDisM, all schools will decide to either adopt the same *in toto*, or contextualize the policy according to their students' needs;
4. In completely adopting the Regional Policy, the schools concerned will manifest their intention in writing to the Schools Division Superintendent. The adoption of the Regional Policy on GRaNdSDisM by any school shall be noted by the Schools Division Superintendent and shall cause the issuance of the relevant certification by the Division GRaNdSDisM TWC;



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Issued on 12/27/2019

5. All schools adopting the Regional Policy *in toto* are enjoined to provide a copy (hard or e-copy) thereof to their students/parents or guardians of their students;
6. If the school opted to contextualize the Regional Policy on GRaNdSDisM, the school authorities must comply to the requirements set forth in article XIII of the said policy, *to wit*:

“The School may contextualize this manual subject to its **presentation and consultation with the General Parents-Teachers Association (GPTA) and approval of the Schools Division Superintendent (SDS)**, provided it shall not contravene existing laws, rules and regulations.” (emphasis ours)

7. All schools contextualizing their student discipline manual are required to comply with the requirements set forth in the preceding number before copies thereof will be distributed to their students/parents or guardians of their students;
8. In case a school did not subject its contextualized student discipline manual to the review and approval of the Schools Division Superintendent, the same shall not be recognized by this Office for not complying with the requirements under article XIII thereof, and its default student discipline manual shall be the Regional Policy on GRaNdSDisM. The latter shall also be the basis in processing and resolving complaints lodged to this Office relative to disciplining their students.
9. Contextualized school’s discipline manual must be submitted to the Schools Division Office with a certification that the same was presented to the GPTA, **and** that consultation with the GPTA was conducted. It shall be certified by the school head/administrator and the GPTA president.
10. For concerns and inquiries, kindly contact the Division GRaNdSDisM TWC through Ms. Alyssa T. Musni of the Legal Unit, at telephone number 442-7819, or email her at [alyssa.musni@deped.gov.ph](mailto:alyssa.musni@deped.gov.ph).
11. Immediate and wide dissemination of, and strict compliance with this order is directed.

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent



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