



Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



October 10, 2013

**DIVISION MEMORANDUM**

No. 618, s. 2013

**GUIDELINES ON HONORING DECEASED FORMER EDUCATION SECRETARIES**

TO : OIC, Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. Attached is a copy of DepEd Memorandum No. 177, s. 2013, dated September 23, 2013, announcing the Guidelines on Honoring Deceased Former Education Secretaries, for the guidance and information of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

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Schools Division Superintendent

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Republic of the Philippines  
**Department of Education**

23 SEP 2013

DepEd MEMORANDUM  
No. **177**, s. 2013

**GUIDELINES ON HONORING DECEASED FORMER EDUCATION SECRETARIES**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
All Others Concerned

1. For the information and guidance of all concerned, the Department of Education (DepEd) issues the **Guidelines on Honoring Deceased Former Education Secretaries** which contain steps to undertake in mourning the passing away of former Education Secretaries and to recognize their contributions and legacies to Philippine Education.

2. It is understood that the prior wishes of the deceased or his/her next of kin will take precedence over the guidelines spelled out in this Memorandum.

3. A committee in the DepEd Central Office (CO) will be created to take charge of the mourning and honoring activities after the death of a former Education Secretary or other former officials of the Department upon instruction of the DepEd Secretary or in accordance with any relevant circular for this purpose.

4. The following are the guidelines on the steps to be undertaken by the DepEd Committee in-charge of the mourning and honoring of DepEd Education officials:

a. Within two days after the official notice of death, the Committee will convene to do the following immediate activities:

i. Do a quick research and put together a package consisting of:

- A short biography of the deceased former Secretary or other officials;
- His/her contributions to education;
- An appropriate photo; and
- The deceased Secretary's service record.

ii. Coordinate with the Office of the Secretary (OSec) for the preparation of a letter of condolences to the family and an official public announcement on the matter. The public announcement will be in the form of a press release and a DepEd Memorandum or Advisory for dissemination to DepEd officials, teachers, non teaching personnel and staff, students, and pupils. Both press release and the memorandum/advisory will describe the deceased former secretary's brief biography and his/her major contributions to education, and a general statement about the Department's plans to honor the deceased former Secretary, a declaration of the official period of mourning urging all DepEd offices and schools to participate in the activities.

iii. Formally contact the next of kin to extend the Department's condolences (through a letter and flowers) and to make arrangements on how the Department can take part in honouring the deceased. The Department may offer the following options subject to the family's concurrence:

- Draping of Philippine Flag on the casket (subject to conditions under Section 24 of Republic Act (RA) No. 8491 or the Flag Law);
- A DepEd-sponsored mass and eulogy in the wake venue; and
- Necrological services in the DepEd *Buwagan ng Karunungan*, if the wake is in Metro Manila.

b. The Secretary may declare an official period of mourning from the day of notification of death until sundown of the day of the funeral, but should be less than seven days based on allowable period for flying of Philippine Flag in half-mast, Section 23 of RA No. 8491. During the official period of mourning the following activities will be undertaken:

- i. The Philippine Flag will be flown in half-mast in all DepEd offices, facilities and schools, subject to conditions under Section 23 of RA 8491.
- ii. A photo of the deceased and a short write up on his/her life and contributions to education will be displayed in a prominent spot in all DepEd offices, facilities and schools.
- iii. Show a video or slideshow or give a short talk on the deceased former Secretary's life and his/her contribution to education during the flag-raising ceremony in all offices, facilities and schools.
- iv. All DepEd offices, facilities, and schools will also be encouraged to offer prayers and mass intentions for the repose of the soul of the deceased former Secretary.

c. One month after the funeral, the DepEd CO will invite the immediate family of the late former Secretary to a flag-raising ceremony where a short program will be held in honor of the deceased. The program will consist of:

- i. Welcome remarks and introduction of the members of the family;
- ii. Video or slideshow on the late former Secretary's life and legacy to education;
- iii. Speech by the current Secretary;
- iv. Response from the family; and
- v. Presentation of a package containing the following:

- A brief biography of the late Secretary;
- His/Her significant contributions to Philippine education;
- Copies of photos from the Department's archives; and
- Copy of the late Secretary's service record.

5. This Department may also do the following:

a. Rename a school after the deceased Secretary, preferably the school where he/she studied, if he/she studied in a public school, or in another school in his/her hometown. This will be subject to existing rules and procedures on the renaming of public schools; and

b. Rename a DepEd building or hall after the deceased Secretary either in the CO or in the region or division where the deceased Secretary came from. This will be subject to existing rules and procedures on the renaming of buildings and halls.

6. In addition to the activities described earlier, the regional and/or division offices in the region or division where the deceased former Secretary came from shall also conduct other activities to honor him/her.

7. Expenses relative to the conduct of activities described above will be charged to OSEC Funds. Regional and division level activities will be charged to local funds subject to the usual accounting and auditing rules and regulations.

8. All concerns on this matter shall be coursed through the **Office of Undersecretary for Partnership and External Linkages (OUPEL)**, Department of Education Central Office (DepEd CO), at telephone no.: (02) 633-7207; telefax no.: (02) 637-4211 or through email address: [oupel@deped.gov.ph](mailto:oupel@deped.gov.ph).

9. Immediate dissemination of this Memorandum is desired.



**BR. ARMIN A. LUISTRO FSC**  
Secretary

Reference:

N o n e

To be indicated in the Perpetual Index  
under the following subjects:

COMMITTEE  
EMPLOYEES  
FLAG  
LEGISLATIONS  
OFFICIALS  
RESEARCH  
SCHOOLS

Sally: guidelines to honor deceased former secretaries  
0872-September 13, 2013