



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF CITY OF SAN FERNANDO
PAMPANGA HIGH SCHOOL
BRGY. LOURDES, CITY OF SAN FERNANDO, PAMPANGA

Office of the Principal

July 3, 2026

School Memorandum

No. **179**, s. 2026

**REITERATION ON THE PROHIBITION OF THE USE OF CELLPHONES
AND OTHER PORTABLE ELECTRONIC DEVICES
DURING INSTRUCTIONAL HOUR**

TO: All Teaching and Non-Teaching Personnel
All Learners and their Parents/Guardians

1. This Office reiterates the prohibition of the use of cellphones and other portable electronic devices by all teaching and non-teaching personnel and all learners during instructional hours, pursuant to DepEd Order No. 006, s. 2026 titled “Guidelines on Ensuring a Safe and Motivating Learning Environment,” specifically stated:

g. Prohibition of Portable Electronic Devices During Instructional Hours. Schools and CLCs shall prohibit the use of cellphones and other portable electronic devices by both learners and personnel during instructional periods. This measure is intended to minimize distractions and maintain the integrity of the learning environment.

Exceptions may be granted in meritorious cases, specifically for:

- i. *Academic Purposes: Accessing educational platforms, digital resources, and participating in authorized online collaborative activities;*
- ii. *Emergency situations: Facilitating communication during disaster, medical crises, or other immediate safety concerns.*

To ensure accountability, any violations of this policy by teaching and non-teaching personnel, as well as learners, shall be subject to administrative sanctions and penalties as outlined in the standardized disciplinary framework (see Annex G)

2. Annex G of the said DepEd Order is found in Enclosure 1.
3. All learners who violate this policy shall be issued with Confiscation Slip by the teacher who was able to witness the violation, and a Call Slip will be given to the parents of the learners who have incurred a third offense.
4. The Confiscation Slip and the Call Slip are found in Enclosures 2 and 3, respectively.



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5. For immediate dissemination and compliance.

MARILEN A. CALMA

Principal IV

ANNEX G: ADMINISTRATIVE SANCTIONS AND PENALTIES FOR USING PORTABLE ELECTRONIC DEVICES DURING INSTRUCTIONAL HOURS

A. **For Learners** - the sanctions subject to the minimum requirement of due process are as follows:

1. **1st Offense**

- a. Temporary confiscation of the portable electronic devices and return at the end of the subject period (specific designated time allocated for a particular subject)
- b. Documentation using the Confiscation Slip (*see Annex J*)

2. **2nd Offense**

- a. Temporary confiscation of the portable electronic devices and return at the end of the class hours (total time allocated for instruction within a school day)
- b. Documentation using the Confiscation Slip (*see Annex J*)
- c. Parental notice, through formal communication, to inform the parent/guardian of the incident

3. **3rd and Succeeding Offense**

- a. Confiscation of portable electronic devices that will be deposited at the Office of the School Head/Administrator
- b. Documentation using Confiscation Slip and Call Slip (*see Annex J and K*)
- c. Return of the portable electronic devices until the parent/guardian retrieves the same
- d. Imposition of proper Disciplinary action

B. **For Teaching, Teaching-related, and Non-Teaching Personnel** - Violations shall be a ground for administrative disciplinary action, which the disciplining authorities can initiate. Schools and CLCs shall be responsible for the following:

1. Inform the learners and parents, guardians of this Order at the beginning of every school year through orientation, advisories, and conferences; and
2. Implement suitable technical and organizational measures to ensure the security and confidentiality of the learners' Personally Identifiable Information (PII); prevent unauthorized use, access, or disclosure; and ensure that the PII is used solely for the stated purpose and not disclosed to any party or public forum (e.g., social media) without the explicit consent of the learner and their parent/legal guardian, unless such disclosure is legally mandated or essential for the school to perform its essential functions.

Further, schools and CLCs shall encourage the parents/legal guardians to manage the learner's responsible use of portable electronic devices and to support the implementation of this Order.

**ANNEX J: CONFISCATION SLIP FOR VIOLATION OF RESPONSIBLE USE OF
PORTABLE ELECTRONIC DEVICE POLICY**

CONFISCATION SLIP

(For Violation of Responsible Use of Portable Electronic Device Policy)

School: _____ Date: _____

Student Name: _____

Time: _____

Grade/Section: _____

Adviser/Class Teacher: _____

***Reason for Confiscation**

- ☐ Unauthorized use of portable electronic device during class hours
- ☐ Uploading/sharing photos, videos, or audio recordings of others during class hours
- ☐ Unauthorized social media access during class hours
- ☐ Others (specify): _____

***Offense Level**

- ☐ First Offense
- ☐ Second Offense
- ☐ Third Offense

***Action Taken**

- ☐ Device temporarily confiscated *(First/Second Offense)*
- ☐ Device deposited in the Office of the School Head *(Third Offense)*
- ☐ Return of device at the end class/day *(First/Second Offense)*
- ☐ Return of device only to parent/guardian *(Third Offense)*
- ☐ Parental notice issued
- ☐ Disciplinary action recommended *(for Third Offense)*

***Device Details**

*Brand/Model: _____

*Serial Number *(if available)*: _____

*Description/Color: _____

Teacher/Personnel Confiscating

Signature over Printed Name

***I acknowledge that my portable electronic device was confiscated in accordance with
school policy.***

Student Signature: _____ Date: _____

Parent/Guardian Acknowledgment *(for 3rd Offense of Retrieval)

I acknowledge receipt of my child's device and understand the policy.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Notes/Remarks:

ANNEX K: CALL SLIP

CALL SLIP	
Petsa: _____	
Magandang Araw!	
Inaanyayahan po namin kayo sa Guidance Office ng paaralan sa darating na _____ <i>araw at petsa</i> _____, sa oras na _____, upang dumalo para sa isang pag-uusap na may kinalaman sa inyong anak.	
Inaasahan namin ang inyong kooperasyon at positibong pagtugon.	
Gumagalang,	

Guidance Designate	

Class Adviser	
Natanggap ni:	

Pangalan at Lagda ng Magulang	

Petsa	