

**[DEPED ORDER NO. 14, S. 2002, APRIL 17, 2002,
April 17, 2002]**

GRANT OF AMNESTY TO COVER PAST LOSSES OF TEXTBOOKS

1. This DepEd Order clarifies the Department's policies concerning loss of textbooks by students in public elementary and secondary schools. This also reiterates the policy prohibiting the imposition of fines or salary deductions on teachers for the loss of textbooks by his/her students as contained in DECS Order No. 23, s. 2001.
2. An amnesty is hereby granted to cover losses of textbooks in SY 2001-2002 and previous school years to extinguish the liability of those responsible for the loss of textbooks. The amnesty herein provided applies only retroactively and shall not cover prospective losses.
3. Notwithstanding the grant of amnesty, it is necessary to document the actual loss of textbooks for purposes of accounting for the current supply of textbooks and safeguarding against future losses. Failure to comply with these documentary requirements by a school official or teacher may lead to the withdrawal of the amnesty for the specific loss of textbooks involved.
4. Those responsible for the loss of textbook(s) i.e., a student or teacher, should submit a letter explaining the circumstances behind the loss. In the case of students, the letter must be duly signed by the student's parent or guardian and this must be submitted to the Teacher-Adviser who shall then furnish the School Property Custodian a copy. In the case of teachers, they must write a letter to the School Property Custodian.

The letter of the student or the teacher, as the case may be, should be submitted to and duly received by the School Property Custodian. The received copy shall serve as the Relief from Accountability Certification pursuant to this amnesty declaration.

5. In view of the amnesty granted through this Order, no fines shall be imposed or salary deductions effected on teachers for the loss of textbooks by students in SY 2001-2002 and previous years.

For immediate dissemination and strict compliance.

Adopted: 17 April 2002

(SGD.) RAUL S. ROCO
Secretary

