



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

NO. 703 s, 2022

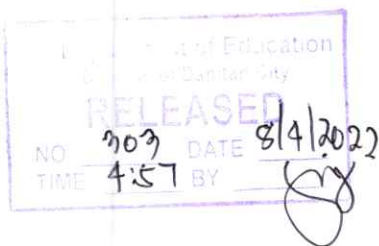
To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned
This Division

From: **FELIX ROMY A. TRIAMBULO, CESO V**
Schools Division Superintendent

Subject: **GUIDELINES FOR OFFICIALS IN ATTENDING AND REPRESENTING THE DEPARTMENT OF EDUCATION EVENTS**

Date: August 4, 2022

1. Attached is the Unnumbered DepEd Memorandum from the Office of the Vice President (OVP) and Office of the Secretary (OSEC) Hon. Sarah Z. Duterte, dated August 2, 2022, re: Guidelines for Officials in Attending and Representing the Department of Education Events, which is self-explanatory.
2. Anent this, this office enjoins DepEd SDO Dapitan officials and personnel to strictly abide by the set protocols and guidelines as articulated in the memo..
3. Immediate dissemination of this memorandum is hereby desired.



Sunset Boulevard, Dawo, Dapitan City
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Department of Education
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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY
AUG 02 2022
Carren - 466 773
11:54am

MEMORANDUM

TO: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors and Assistant Regional Directors
Division Chiefs
Schools Division Superintendents
Asst. Schools Division Superintendents

Department of Education
Division of Dapitan City
RECEIVED
NO: 190 DATE: 8/2/22
TIME: 2:04 BY: 9

FROM: 
SARA Z. DUTERTE
Vice President and Secretary

SUBJECT: **GUIDELINES FOR OFFICIALS IN ATTENDING AND REPRESENTING
THE DEPARTMENT OF EDUCATION IN EVENTS**

DATE: **August 2, 2022**

As a matter of policy, this Office issues this Memorandum to provide guidance relative to the invitations to events being received by officials of the Department of Education (DepEd). The DepEd officials shall abide by the following protocols:

1. DepEd Officials shall not attend inconsequential events. They shall devote their time and effort to the faithful performance of our duties and fulfillment of our deliverables. Likewise, they shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.
2. DepEd Officials shall only represent the Secretary or the Department in any event upon the issuance of an authorization signed by the Head Executive Assistant and/or the Secretary.

For guidance and strict compliance.

RECEIVED
03 AUG 2022
2:30