



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

August 15, 2022


DIVISION MEMORANDUM

No. 275, s. 2022

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

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. Attached is **Regional Memorandum No. 599 s. 2022** titled “**Guidelines for Officials in Attending and Representing the Department of Education Events**”.
2. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

osds/admin

Encl: As stated

Reference: As stated

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

MEETINGS

OFFICIALS

RULES AND REGULATIONS



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

AUG 10 2022


REGIONAL MEMORANDUM

No. 599 s. 2022

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

To: Schools Division Superintendents
All Others Concerned

1. Attached is a **Memorandum** dated August 02, 2022 titled “**Guidelines for Officials in Attending and Representing the Department of Education in Events**” signed by **Hon. Sara Z. Duterte**, Vice President and Secretary, Department of Education.
2. Immediate dissemination of this Memorandum is desired.


PEDRO T. ESCOBARTE JR., PhD, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

Encl.: As stated.

Reference: As stated.

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under the following subjects:

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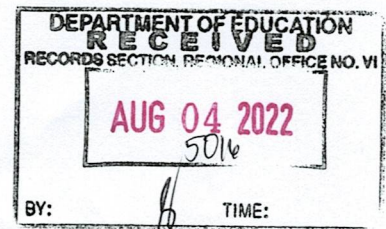


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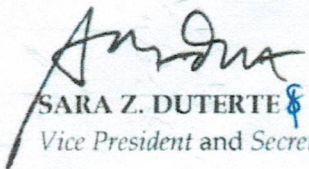


Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY



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

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.

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