



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED - QUEZON
ICT UNIT

UPLOADED

Date/Time: AUG 04 2022

By: NICKO 5:24 p.m

Ref. no. DM 641, s. 2022

04 August 2022

DIVISION MEMORANDUM

DM No. 641, s. 2022

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

To: **-Assistant Schools Division Superintendents,
CID and SGOD Chiefs,
Unit/Section Heads,
Elementary and Secondary School Heads/TICs/OICs,
All Others Concerned**

1. Attached herewith is the Memorandum from Deped - Office of the Secretary entitled, Guidelines for Officials in attending and representing the Department of Education in Events, for your guidance and reference.
2. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

TMosds08/04/2022

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

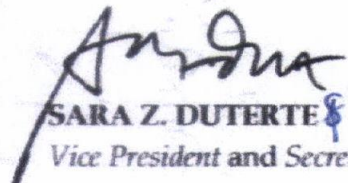


Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

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.



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY
AUG 02 2022
Carren Time: 11:54am
-466 713-

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.