



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

August 8, 2022

DIVISION MEMORANDUM
No. 547, s. 2022

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

- To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
Education Program Supervisors
All Public Secondary and Elementary School Heads
All Others Concerned
1. This is in reference to the Unnumbered DepEd Memorandum issued on August 2, 2022 duly signed by Vice President and DepEd Secretary Sara Z. Duterte re: **Guidelines for Officials in Attending and Representing the Department of Education in Events.**
 2. As a matter of policy, the Office of the Secretary issued the said 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:
 - a. DepED officials shall not attend inconsequential events. They shall devote their time and effort to the faithful performance of our duties and of our deliverables. Likewise, they shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.
 - b. 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.
 3. For wide dissemination and strict compliance.

CRISTY C. EPE

Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-89037
DATE: AUG 09 2022 TIME: 5:01 PM
BY: [Signature]

Enclosed: As stated.
SGOD/cab





Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

DepEd Schools Division of Digos
RECORDS SECTION

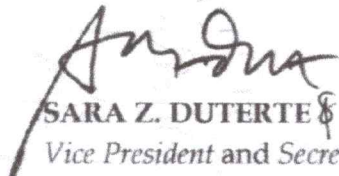
RECEIVED 89037

DATE: 04 AUG 2022 TIME: 9:04 AM

BY: _____

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

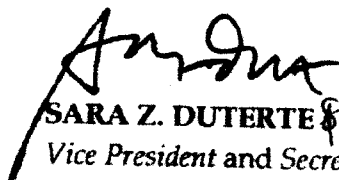
AUG 02 2022

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

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.