



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

11367

August 12, 2022

REGIONAL MEMORANDUM

No. **898**, s. 2022

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

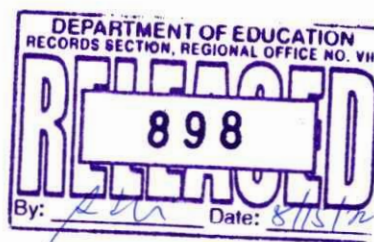
To: Schools Division Superintendents
Schools Heads, Principals, Teachers-In-Charge
All Others Concerned

1. Attached is a Memorandum dated August 2, 2022 with the subject: **Guidelines for Officials in Attending and Representing the Department of Education in Events.**
2. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ATTENDANCE
EVENTS
GUIDELINES
OFFICIALS
REPRESENTATION



AD-PS-EDR





Republic of the Philippines
Department of Education
 OFFICE OF THE SECRETARY

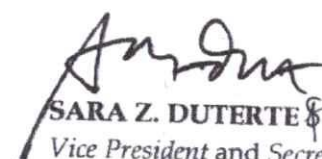
DEPARTMENT OF EDUCATION
 OFFICE OF THE SECRETARY
 AUG 02 2022
 Carren 11:54am
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MEMORANDUM

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

DATE 8/2/22 TIME 2:04 PM

8/2/22 - 6723
 Date / Tracking No.

FROM: 
SARA Z. DUTERTE
 Vice President and Secretary

OFFICE OF THE DIRECTOR IV
 08 AUG 2022
 Signature

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.

One email
 8/3/22