



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
Division of Malaybalay City

2022-56929

DM 2022-08-419
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ Time: / 4:30
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DIVISION MEMORANDUM

Ala, S. 2022

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Public Elementary and School Heads
All Others Concerned

FROM:  VICTORIA V. GAZO, CESO V
Schools Division Superintendent

DATE: August 12, 2022

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

1. Attached herewith is a memorandum from the Office of the Secretary citing Guidelines for Officials in Attending and Representing the Department of Education in Events.
2. Please read attached memorandum for reference.
3. For guidance and strict compliance.

TO BE POSTED IN THE WEBSITE



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

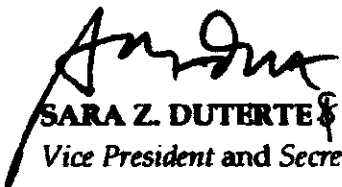
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MEMORANDUM

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

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.