



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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 Republic of the Philippines
DEPARTMENT OF EDUCATION
 Regional Office No. 5
 Rawis, Legazpi City

August 8, 2022

TD: Schools Division Superintendents/ OIC-SDSs
 Chiefs of the Functional and Support Divisions, DepEd ROV
 All others concerned

For information and guidance.

GILBERT T. SADSAD
 Regional Director

August 17, 2022

To: **Assistant Schools Division Superintendent
 CID/SGOD Chief
 Public Schools District Supervisor and In-Charge of the Districts
 Elementary and Secondary School Heads, and
 All Other Concerned**

For information and guidance

SUSAN S. COLLANO
 Schools Division Superintendent