



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 09 2022

MEMORANDUM

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

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals / Officer-In-Charge
Administrative Officer V

1. Attached is a Memorandum from Vice President Sara Z. Duterte-DepEd Secretary dated August 2, 2022 on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

GUIDELINES

OFFICIALS

MMP/NAV/DM – GUIDELINES FOR OFFICIALS IN ATTENDING AND REPRESENTING THE DEPARTMENT OF EDUCATION IN EVENTS
253 / AUGUST 8, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

(02) 8805 - 9935, (02) 8805 - 9940

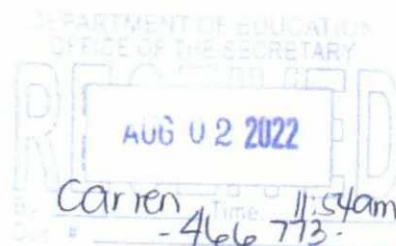
sdo.muntinlupa@gmail.com



253 6809 004



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY



MEMORANDUM

SDO-CITY OF MUNTINLUPA
Received _____
Date 8-4-22
Time 9:30a

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.