



September 23, 2014

Division Memorandum

No. 424, s. 2014

PROTOCOL IN PREPARING A PROGRAM OF ANY OCCASION

To : Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In Charge
Public Elementary & Secondary School Administrators

1. This office would like to set a protocol in preparing program of activities on all DepEd-led affairs.

1.a Only the name of highest official of a particular office shall be written in the program;

1.b Speaking parts must be minimized, assigning only the highest official present or his authorized representative to give a message; and

1.c All programs must be submitted to the District Consultant for review before the final printing.

2. Further, it is highly recommended that information/invitation to a district/school led activities must be sent to the Division Office at least three (3) days before the schedule.

3. For strict compliance.

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Schools Division Superintendent