




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : Schools Division Superintendents
Functional Division Chiefs

FROM : 
FRANCIS CESAR B. BRINGAS
OIC - Director III

SUBJECT : **ONE-DAY TRAINING-WORKSHOP ON PROTOCOL AND SOCIAL GRACES**

DATE : June 19, 2018

1. The Department of Education Region IV-A CALABARZON Management Committee Members commit to ensure sophistication for the application of universal manners that will enable the members to manage themselves showing etiquette, deportment, fashion and refinement.
2. In line with this, the committee shall conduct a One-Day Training-Workshop on Protocol and Social Graces on June 28, 2018 at Extremeli Suites, Bradco Ave., Parañaque City.
3. Participants to the said training-workshop are the Regional Office Top Management, the twenty (20) Schools Division Superintendents and twenty-six (26) Assistant Schools Division Superintendents.
4. A registration fee of Php 1,200.00 pesos and travelling expenses of the participants shall be charged against local funds subject to usual accounting rules and regulations.
5. Immediate dissemination of this memorandum is desired.



Trunk Line: (02) 682-5773 / 684-4914 / 647-7487
Fax: (02) 682-2114
Website: depedcalabarzon.ph
Facebook: DepEd R-4A Calabarzon
E-mail: region4a@deped.gov.ph

