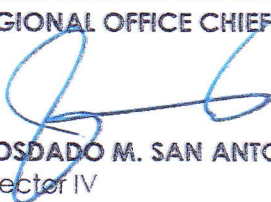




Republic of the Philippines  
Department of Education  
**REGION IV-A CALABARZON**  
Gate 2 Karangalan Village  
1900 Cainta, Rizal



TO : ASSISTANT REGIONAL DIRECTOR  
SCHOOLS DIVISION SUPERINTENDENTS  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL OFFICE CHIEFS

FROM :   
DIOSDADO M. SAN ANTONIO  
Director IV

SUBJECT : TRAINING-WORKSHOP ON PROTOCOL AND SOCIAL GRACES  
(PHASE 2)

DATE : June 27, 2018

1. With reference to RM No. 326 dated June 19, 2018 re: training-workshop on protocol and social graces, the 2<sup>nd</sup> Phase of the said training is on July 5, 2018 to be held at Cintai-Coritos Garden Hotel, Balete Road, Leviste Highway, Lipa, Batangas.
2. This activity is in collaboration with the Regional Association of Schools Superintendents Inc. (RASSI)
3. Participants to this training are the Regional Director, Assistant Regional Director, Regional Office Chiefs, Schools Division Superintendents and Assistant Schools Division Superintendents
4. A registration fee of Php 1,200.00 pesos will be collected by RASSI. Registration fee and traveling expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and procedures.
5. **Strictly no representatives are allowed**, except for those duly designated OIC.
6. Strict compliance with this Memorandum is desired.



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



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