



FEB 12 2009

DepED MEMORANDUM
No. 56, s. 2009

TRAINING WORKSHOP ON EVENTS MANAGEMENT AND PROTOCOL
FOR EXECUTIVE SECRETARIES

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents

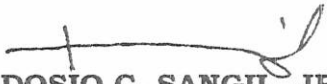
1. The Staff Development Division-Human Resource Development Service (SDD-HRDS) will conduct a 3-day Training Program on Events Management and Protocol for Executive Secretaries on the following dates and venues:

Regions	Dates	Venue
CAR, I, II, III, IV-A, IV-B and V	November 24-26, 2009	Within the area of Manila
VI, VII, VIII, IX, CO and NCR	December 8-10, 2009	Within the area of Cebu City
X, XI, XII, CARAGA and ARMM	December 15-17, 2009	Within the area of Davao City

2. The program aims to enhance the skills on protocol, decorum, hosting and events organizing with component on corporate imaging, personal efficacy and oral communication.
3. Participants to the training are the secretaries, executive assistants and those personnel responsible in managing/organizing the events, hosting and protocol of the management, including the internal and external operations of the regions, divisions and Central Office. Each region will send fifteen (15) participants ensuring that all divisions are represented.
4. List of confirmed participants per region must be submitted through fax one (1) week before the start of each training to SDD-HRDS, DepED Central Office, Meralco Avenue, Pasig City and addressed to Ms. Nerissa L. Losaria, Assistant Chief, Officer-in-Charge, SDD-HRDS. For further clarifications and questions, please contact Ms. Ma. Elena B. Deacosta at telefax nos. (02) 633-72-37 or (02) 638-86-38.
5. Participants are expected to be at the venue at 5:00 p.m. on Day 0 (a day before the training proper). First meal will be dinner of Day 0.

6. Transportation and per diem (before and after the training) and other allowable expenses of participants are chargeable against the funds of the office concerned or local funds. Board and lodging of participants and staff as well as transportation, per diem (before and after the training), honoraria of resource persons, training staff and facilitators and other incidental expenses of the training are chargeable against HRTD (Human Resources Training and Development) Funds subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this Memorandum is desired.


TEODOSIO C. SANGIL, JR.
Undersecretary
Officer-in-Charge

Reference:

None

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
TRAINING PROGRAMS
WORKSHOPS

Maricar/DM-Trng.-Workshop Executive Secretaries
02-10-09