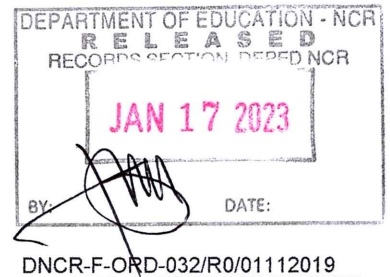




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

No. NCR- 028 , s. 2023

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**

**FROM :** **WILFREDO E. CABRAL, CESO III**  
Regional Director

**SUBJECT :** **“Diplomatic Protocols and Negotiation Skills Training  
for DepEd NCR and DepEd Central Officials and Staff”**

**DATE :** January 17, 2023

1. This is with reference Unnumbered Memorandum dated November 23, 2022 from Atty. Gerad L. Chan, CESO I, Undersecretary for Legislative Affairs and Partnerships on the above-captioned activity which will be held on **January 18-20, 2023 at Great Eastern Hotel, 1403 Quezon Avenue, Quezon City** contents of which are self-explanatory, for information and appropriate action.
2. This activity aims to provide in preparation for the possible engagement of selected participants to serve as a **“Protocol Officers”** during the 52<sup>nd</sup> Southeast Asian Ministers of Education Organization Council (SEAMEC) Conference which will be held on February 8-10, 2023.
3. Please see attached enclosures, for reference.
4. Immediate dissemination of this Memorandum is desired.

CLMD/AETan2023



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Misamis St., Bago Bantay, Quezon City  
Tel. Nos.: 920-5824; 926-2213 loc. 801  
Email Address: ncr@deped.gov.ph  
Website: <http://www.deped.gov.ph/regions/ncr/>



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

DNCR-F-ORD-032/R0/01112019

**Enclosure 1**

**Regional Participants**

**“Diplomatic Protocols and Negotiation Skills Training for  
DepEd NCR and DepEd Central Officials and Staff”  
January 18-20,2023**

<b>NAME</b>	<b>DESIGNATION</b>	<b>SDO</b>
1. Paulus Andrew T. Manalo	EPS II	Caloocan City
2. Reynante A. Portillano	EPS II	Las Pinas City
3. Maria Sofie M. Berondo	PSDS	Makati City
4. John Christopher Kevin D. Daquioag	EPS II	Makati City
5. Donna F. Capuli	PDO I	Malabon City
6. Erwin I. Ricafort	EPS II	Malabon City
7. Aaron A. Tolentino	SEPS	Manila
8. Paulyne Joanne R. Pascual	SEPS	Manila
9. Rochelle A. Jimenez	SEPS	Muntinlupa
10. Leonard A. Laureta	EPS II	Pasay
11. Edgar Allan V. Oliver Jr.	EPS II	Quezon City
12. Philip V. Austria	SEPS	Quezon City
13. Dheniel G. Mallari	Admin. Officer IV	Quezon City -Quezon City Science High School
14. Desiree S. Monares	EPS II	Taguig City & Pateros
15. Jan Lemer M. Lindayag	EPS II	Valenzuela

1.



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Republic of the Philippines  
**Department of Education**  
INTERNATIONAL COOPERATION OFFICE

Office of the Director

**MEMORANDUM**

FOR : **WILFREDO E. CABRAL**  
Regional Director  
DepEd National Capital Region

FROM :  **MARGARITA CONSOLACION C. BALLESTEROS** ✓  
Director IV

SUBJECT : **INVITATION TO PARTICIPATE IN THE DIPLOMATIC  
PROTOCOLS AND NEGOTIATION SKILLS TRAINING**

DATE : 10 January 2023

This is in reference to the conduct of the ***“Diplomatic Protocols and Negotiation Skills Training for DepEd NCR and DepEd Central Office Officials and Staff”*** on 18 -20 January 2023 (inclusive of travel date), to be held in Great Eastern Hotel, 1403 Quezon Avenue, Quezon City. The activity is organized by the International Cooperation Office (ICO), through its Bilateral/Multilateral, American, and European Affairs Cooperation portfolio.

The training is also an activity in preparation for the possible engagement of selected participants to serve as a ***“Protocol Officers”*** during the ***52<sup>nd</sup> Southeast Asian Ministers of Education Organization Council (SEAMEC) Conference*** which will be held on 8-10 February 2023.

**Background**

The ICO is anchored on the goal of enhancing the institutional capacity of the Department of Education (DepEd) by developing, coordinating, fulfilling, and managing the international commitments of the country on basic education. The ICO is also mandated to serve as the clearinghouse for all international transactions within DepEd and to strengthen the ties of DepEd with its international partners, including bilateral and multilateral cooperation.

The ICO was created primarily to address the need of DepEd for a dedicated Office to oversee its international concerns. To attain this goal, the Office shall embark on:

- establishing and maintaining partnerships and commitments with international stakeholders;



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**Department of Education**  
**INTERNATIONAL COOPERATION OFFICE**

**Office of the Director**

- enriching international cooperation among partners, at bilateral and multilateral levels, in the field of education;
- endeavors as the relevant focal point in the planning and coordination of international and regional engagements of DepEd; and
- monitoring of foreign travels and the issuance of travel authorities of all DepEd officials and personnel.

As the DepEd continues to develop its productive working relationship with other countries/institutions and considering its hosting of the **52<sup>nd</sup> Southeast Asian Ministers of Education Organization Council (SEAMEC) Conference**, it is important that it is represented by a delegation with an excellent knowledge of the international diplomatic protocols when dealing with international partners. In this regard, the ICO will be conducting the **“Diplomatic Protocols and Negotiation Skills Training for DepEd NCR and DepEd Central Office Officials and Staff”** to orient its participants on international and Philippine diplomatic protocols, ceremonial rules of courtesy, social graces, and bilateral and multilateral-level negotiation skills.

**Target Participant/s**

The activity will have the following DepEd personnel and officials as participants.

1. DepEd NCR Officials and Staff (**10 participants**) – For DepEd NCR, the participants will be nominated by the Regional Director or its authorized representative, of DepEd National Capital Region.

**Clear Statement of Request and Recommended Action**

In this regard, **we most respectfully invite participants to join in the abovementioned training**, to be held in Great Eastern Hotel, 1403 Quezon Avenue, Quezon City.

Kindly send us the details of the nominated participant/s in your in the following format.

No.	Region/Office	Name of Participant (complete w/ middle initial)	Position	DepEd Address	Email	Food Restrictions
1.						
2.						
3.						



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Kindly fill-in details of nominated participants using the above format and submit it to ICO **on or before 13 January 2023.**

Attached is the Provisional Program for reference.

For your information and appropriate action.

Should your office have further questions and/or concerns regarding this matter, you may get in touch with the ICO through our email address ([ico@deped.gov.ph](mailto:ico@deped.gov.ph)) or landline numbers 8637-6462/6463.

Thank you.

*Attachment/s:*

1. *Updated Provisional Program.*



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**Diplomatic Protocols and Negotiation Skills Training  
for DepEd NCR and DepEd CO Officials and Staff**

**ADMINISTRATIVE NOTE**  
(as of 16<sup>th</sup> of January 2023)

The International Cooperation Office (ICO) is honored to have your presence on-site in the Diplomatic Protocols and Negotiation Skills Training for DepEd NCR and DepEd Central Office Officials and Staff. We sincerely appreciate your participation despite your busy schedule.

**Secretariat**

The activity is organized by the ICO in partnership with DepEd National Capital Region and will be facilitated by the ICO staff, headed by its Bilateral/Multilateral, American, and European Affairs portfolio.

There is no registration fee for the Training. Please note that Registration at the venue will start at 7:20 AM-7:30 AM on 19<sup>th</sup> January 2023 and 7:50 AM-8:00 AM on the 20<sup>th</sup> January 2023.

DepEd-ICO will issue a Certificate of Participation for all participants who will answer the feedback form. The feedback form will be posted/given right after the training and certificate of participation will be given to participants who have filled up the form by showing the acknowledgement receipt of their feedback form.

All participants are expected to make their own travel arrangements and cover all related costs (such as local transportation, meals not included in the workshop and other incidental expenses. Travel expenses (local transportation) shall be charged from your local funds subject to the usual accounting and auditing rules and regulations.

For urgent concerns and other inquiries regarding the activity, you may directly contact Mr. Romeo B. Tuddao, Jr. at 0917 182 1031 or [romeo.tuddao@deped.gov.ph](mailto:romeo.tuddao@deped.gov.ph) (cc: [ico@deped.gov.ph](mailto:ico@deped.gov.ph)).

**Venue**

The activity will be held at the Great Eastern Hotel, Quezon City.

**Accommodation**

Board and lodging are provided for all participants and are billeted by threes (3s) per room on three separate beds. Room assignments will be determined upon checking-in at the hotel.



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Check-in: 18 January 2023 at 1:30 PM  
 Check-out: 20 January 2023 at 12:00 NOON

**Activity Hall**

The activity will be conducted at the Ruby Hall, 3<sup>rd</sup> Floor, Great Eastern Hotel, Quezon City.

**Meal Arrangements**

First meal/snacks to be served is PM Snacks and Dinner on 18<sup>th</sup> January 2023. Last meal/snacks will be PM Snacks on 20<sup>th</sup> January 2023. Please refer to matrix below for the schedule.

	Day 0 (18 Jan)	Day 1 (19 Jan)	Day 2 (20 Jan)
<b>Breakfast</b>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>AM Snack</b>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Lunch</b>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>PM Snack</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Dinner</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

**Attire**

The prescribed attire for the duration of the activity is business attire.

**Covid-19 Related Requirements**

Please be reminded to bring your vaccination cards with you as this may be required by the host region during the duration of your stay in Quezon City.

Thank you very much and we look forward to seeing you in Great Eastern Hotel, Quezon City.

Prepared by:

**ROMEO B. TUDDAO, JR.**  
 Senior Technical Assistant III

Recommended for Approval by:

**FREDERICK C. ORTICIO**  
 Project Development Officer III

Approved by:

**MARGARITA CONSOLACION C. BALLESTEROS**  
 Director IV, International Cooperation Office