



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

November 23, 2022

**REGIONAL MEMORANDUM**

No. **1324**, s. 2022

**DIPLOMATIC PROTOCOLS AND NEGOTIATION SKILLS TRAINING**

To: Schools Division Superintendents  
 All Others Concerned

- This Region, through the Education Support Services Division- Special Programs and Projects Section (ESSD-SPPS), in collaboration with the International Cooperation Office (ICO), DepEd Central Office, shall conduct a Diplomatic Protocols and Negotiation Skills Training on December 5-8, 2022 at the Madison Park Hotel, Manlurip, San Jose, Tacloban City.
- The participants to this activity are the following:

Office	Preferred Personnel	No. of Participants
Regional Office	RD Evelyn R. Fetalvero ARD Bebiano I. Sentillas 1 HRDD 1 Legal Unit Rosemarie M. Guino- ESSD OIC-Chief Eden Dadap- ICO Focal Person Ted Juan Peleno- ICO Alternate Focal Person Ariem Cinco- host	8
Schools Division Offices	1 Schools Division Superintendent 1 Assistant Schools Division Superintendent or other representative as may be designated <i>2 per SDO</i>	26
Secretariat	Teresita Suarez Peter Kim Ti-in	2
<b>Total</b>		36

- All identified participants must read, understand, and accomplish individually the Participant's Conforme to Training Rules attached to this Memorandum and present this to the Registration Committee upon arrival at the training venue.
- All participants shall be provided with meals and accommodation. First meal shall be PM snacks of Day 0, December 5, 2022. Last meal shall be AM snacks of Day 3, December 8, 2022. Check in shall be at noon time of Day 0 and check out shall be at noon time of Day 3. All expenses for meals and accommodation shall be charged to the downloaded funds to the



Regional Office from the ICO specific for this activity while the travel and other necessary expenses of the participants in attendance to this activity shall be charged to their respective Local Funds/MOOE subject to government rules on accounting and auditing procedures.

5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director 

Enclosures: None

References: Memorandum OULAPP No. Q-285, s. 2022

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

DIPLOMATIC PROTOCOLS

ICO

PARTNERSHIPS

ESSD-SPPS-EAD





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Office of the Director

19 October 2022

**Evelyn R. Fetalvero, CESO IV**  
Regional Director  
DepEd Regional Office VIII

Attention: **Eden A. Dadap**  
Project Development Officer IV  
Special Programs and Projects Section

Dear Regional Director Fetalvero:

Greetings!

We are pleased to inform you that the DepEd Central Office, through the International Cooperation Office (ICO), will be holding the **"Diplomatic Protocols and Negotiation Skills Training for DepEd Regional Office VIII"** on 5--8 December 2022, in Region VIII. The said activity will be participated by the DepEd Regional Office and Division Office personnel.

In this connection, we would like to request for assistance on the reservation/procurement of venue, the physical and technical requirements, and other materials needed for the successful conduct of the abovementioned activity.

The Central Office shall download the amount of **Two Hundred Sixty-Eight Thousand One Hundred Pesos (PhP 268, 100.00)** to cover meals and venue, supplies, tokens, and other expenses related to the activity.

Should this request merit a favorable response from your end, may we have your response through an acceptance letter addressed to the Director IV of the International Cooperation Office.

Thank you very much.

Very Truly Yours,

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



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Office of the Director

**MEMORANDUM**

FOR : *Cerradzone*  
**ATTY. GERARD L. CHAN, CESO I**  
Undersecretary for Legislative Affairs and Partnerships

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

SUBJECT : **CHANGE OF ACTIVITY DATE OF THE "DIPLOMATIC PROTOCOLS AND NEGOTIATION SKILLS TRAINING FOR DEPED REGIONAL OFFICE VIII"**

DATE : 20 October 2022

This is in reference to the conduct of the activity entitled "**Diplomatic Protocols and Negotiation Skills Training for DepEd Regional Office VIII**" initially scheduled on 8-11 November 2022 in Region VIII.

**Clear Statement of Request and Recommended Action**

In this regard, **we most respectfully inform your Office of the change of activity date** of the "Diplomatic Protocols and Negotiation Skills Training for DepEd Regional Office VIII" **from 8-11 November 2022 to 5-8 December 2022.**

The change was due to some unavoidable technical challenges encountered concerning the proper observance of the procurement process.

For your understanding and consideration.

Thank you very much.

*Attachment:*

1. *Updated Concept Note*
2. *Updated Provisional Program*



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**Diplomatic Protocols and Negotiation Skills Training**  
**For DepEd Regional Office VIII**  
**(Proposed Date: 5-8 December 2022)**

**CONCEPT NOTE**  
(as of 20<sup>th</sup> October 2022)

**Background**

The International Cooperation Office (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;
- 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 several high-level activities, 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"** to orient its participants on international and Philippine diplomatic protocols, ceremonial rules of courtesy, social graces, and bilateral and multilateral-level negotiation skills.

**Objectives**

Considering the abovementioned, the training aims to discuss the following:

1. Operational effectiveness in a wide range of diplomatic occasions;
2. Basic principles and best practices on organizing ceremonial or official events;



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3. Practical application of courtesy rules, norms on formal communication, and ceremonial practices, such as protocol procedures, the behavior etiquette, and respect for precedence:
4. Insights on multicultural courtesies; and
5. Development of social, cultural, and strategic communication.

**Proposed Outcomes**

The activity, in consideration of the abovementioned objectives, intends to achieve the following:

1. To become the focal office, within the DepEd, with regard to the planning, organizing, hosting, and execution of international events through the observance of proper protocol procedures, ceremonial practices, formal communication and proper adherence to customary behavior of courtesies and etiquette;
2. To produce a trained staff, equipped with proper communication skills and knowledge of basic protocol courtesies, to carry the name of the Department of Education in international events, organized both here in the Philippines and abroad; and
3. To be able to pass on the acquired knowledge through proper upskilling and training of concerned DepEd personnel in Regions and Division Offices.

**Target Speaker/s**

To achieve the best outcome for the said activity, it is vital to select leading institutions whose expertise and know how in the field of diplomatic protocols training and foreign policy research is excellent. For this activity, the Foreign Service Institute (FSI) will be tapped to conduct and facilitate the training program.

**Target Participant/s**

The activity will have the following DepEd officials and personnel as participants. (45 pax)

1. Office of the Undersecretary for Legislative Affairs and Partnerships (5 pax)
2. International Cooperation Office – DepEd Central Office (9 pax, inclusive of TWG)
3. DepEd Regional Office VIII (31 pax)

OFFICE	PREFERRED PERSONNEL	NO. OF PARTICIPANT
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1. Regional Office VIII	Representative from either of the following: ✓ Human Resource Development Division; or ✓ Legal Unit; or ✓ other representative as may be designated instead	3
2. ICO Region VIII Focal Person	✓ Eden A. Dapdap and Alternate	2
3. SDO Biliran	✓ Schools Division Superintendent; or ✓ Assistant Schools Division Superintendent; or ✓ other representative as may be designated instead	2
4. SDO Eastern Samar		2
5. SDO Leyte		2
6. SDO Northern Samar		2
7. SDO Samar (Western)		2
8. SDO Southern Leyte		2
9. SDO Baybay City		2
10. SDO Borongan City		2
11. SDO Calbayog City		2
12. SDO Catbalogan City		2
13. SDO Maasin City		2
14. SDO Ormoc City		2
15. SDO Tacloban City		2



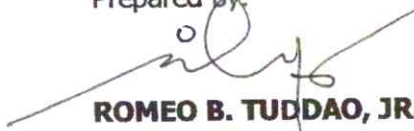
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**Activity**

In this regard, the ICO, in coordination with the Foreign Service Institute (FSI) will be conducting the "**Diplomatic Protocols and Negotiation Skills Training**" on 5-8 December 2022 (inclusive of travel dates), in Region VIII, Eastern Visayas.

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*





## Foreign Service Institute

Seminar-Workshop on Image Enhancement, Social Graces, and Diplomatic  
Protocol for DepEd Region VIII Personnel  
06-07 December 2022

### Participant's Conformance to Training Rules

CSD-F24 Rev00 01Aug19

#### TRAINING RULES

1. Participants must **log in and log out** at the beginning and end of each session through the attendance link/QR Code provided by FSI.
2. Participants shall **actively participate** in workshops, discussions, and other seminar-workshop activities.
3. **Proper decorum** shall be maintained throughout the duration of the seminar-workshop. Conduct unbecoming of officers and staff of the government shall be immediately reported to authorized officials for appropriate action.
4. Participants are requested to wear appropriate **business attire** for the duration of the seminar-workshop.
5. When in session, **no unnecessary interruptions** shall be tolerated. Cellular phones must be in silent mode.
6. Participants must provide their **active email addresses** for the copies of reference materials and online evaluation purposes.
7. **Punctuality** shall be observed. Participants shall attend **100% of the total training hours** to be eligible for a Certificate of Attendance. Switching/Replacement of participants during the training is prohibited.
8. Participants are required to accomplish the **online evaluation at the end of the seminar-workshop**. Evaluation is done to gauge the effectiveness of the resource person and to gather the participants' feedback on the different aspects of the seminar-workshop.
9. **Certificates of Attendance** shall be awarded to participants who have satisfactorily completed and passed the requirements of the seminar-workshop.

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Do you identify as a Person with Disability (PWD)? Please tick the appropriate box.

Yes  No

If your answer above is yes and if you are comfortable to share, kindly specify below the type of disability so we can extend appropriate assistance needed. Otherwise, please put N/A.

\_\_\_\_\_  
Note: FSI would like to provide appropriate assistance and consideration in planning and implementing the seminar-workshop with regard to our PWD participants.

#### CONFORME

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By signing below, I certify that I have read and agree to comply with all the training rules and regulations of the Seminar-Workshop on Image Enhancement, Social Graces, and Diplomatic Protocol for DepEd Region VIII Personnel.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date



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**Diplomatic Protocols and Negotiation Skills Training  
for DepEd Region VIII**

**PROVISIONAL PROGRAM**  
(as of 20<sup>th</sup> of October 2022)

<b>DAY 1</b>	
7:30 AM-8:00 AM	Registration
8:00 AM-8:15 AM	<u>Preliminaries</u> <ul style="list-style-type: none"><li>• Lupang Hinirang</li><li>• ASEAN Hymn</li><li>• Prayer</li><li>• Hotel Health and Security Protocols/Reminders</li></ul>
8:15 AM-8:30 AM	<u>Opening Remark/s</u> <b>Atty. Gerard L. Chan</b> <b><u>Undersecretary for Legislative Affairs and Partnerships</u></b> and <b><u>DepEd Regional Director (R08)</u></b>
8:30 AM-8:40 AM	<u>Statement of Purpose</u> <b>Margarita Consolacion C. Ballesteros</b> <b>Director IV, International Cooperation Office</b>
8:40 AM-8:45 AM	<u>Introduction of Facilitator/Trainer</u>
8:45 AM-10:00 AM	<u>Training Session 1</u> <b>Diplomatic Protocols</b>
10:00 AM-10:15 AM	<u>BREAK</u>
10:15 AM-11:30 AM	<u>Training Session 1</u> <b>Workshop Activity</b>
11:30 AM – 12:00 NN	<u>Open Forum/Presentation of Activity</u>
12:00 NN – 1:00 PM	<u>LUNCH BREAK</u>
1:00 PM-2:15 PM	<u>Training Session 2</u>

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	<b>Social Graces and Etiquette</b>
2:15 PM-2:45 PM	<u>Training Session 2</u> Workshop Activity
2:45 PM- 3:00 PM	<u>BREAK</u>
3:00 PM-4:00 PM	<u>Open Forum/Presentation of Activity</u>
4:00 PM – 4:20 PM	<u>Synthesis of Day 1</u>
<b>DAY 2</b>	
8:00 AM-8:15 AM	<u>Preliminaries</u> <ul style="list-style-type: none"> <li>• Lupang Hinirang</li> <li>• ASEAN Hymn</li> <li>• Prayer</li> <li>• Hotel Health and Security Protocols/Reminders</li> </ul>
8:15 AM-8:25 AM	Recap of Day 1 Overview of Day 2
8:25 AM-9:40 AM	<u>Training Session 3</u> <b>Organizing International Meetings and Conferences</b>
9:40 AM – 10:20 AM	<u>Training Session 3</u> <b>Workshop Activity</b>
10:20 AM-10:35 AM	<u>BREAK</u>
10:35 AM – 12:00 NN	<u>Open Forum/Presentation of Activity</u>
12:00 NN – 1:00 PM	<u>LUNCH BREAK</u>
1:00 PM-2:15 PM	<u>Training Session 4</u> <b>Bilateral and Multilateral Negotiation Skills</b>
2:15 PM-3:00 PM	<u>Training Session 3</u> <b>Workshop Activity</b>
3:00 PM- 3:15 PM	<u>BREAK</u>



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3:15 PM-4:00 PM	<u>Group Processing of Days 1 and 2 Training Sessions</u>
4:00 PM – 4:45 PM	<u>Open Forum/Presentation of Activity</u>
4:45 PM – 5:15 PM	<u>Ways Forward and Closing Message</u>  <b>Margarita Consolacion C. Ballesteros</b> Director IV, International Cooperation Office Department of Education
5:15 PM – 5:30 PM	<u>Awarding of Certificates</u>
5:30 PM – 5:45 PM	<u>Photo Op</u>

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*