



Republic of the Philippines
DEPARTMENT OF EDUCATION

Region V

Division of Camarines Sur

Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

No. 61, s. 2018

February 12, 2018

SEMINAR ON SOCIAL GRACES AND ETIQUETTES CUM MANCOM MEETING

To: Asst. Schools Division Superintendents
School Governance Operation Division (SGOD) Chief
Curriculum Implementation Division (CID) Chief
Education Program Supervisors
PSDS Secondary
Secondary School Heads
SHS Asst. Principals

1. The Department of Education-Division of Camarines Sur through the Association of Camarines Sur Secondary School Administrators (ACSSSA) will hold the Seminar On Social Graces and Etiquettes Cum MANCOM Meeting on February 27, 2018 to be held at the The Tent, Avenue Plaza Hotel, Magsaysay Avenue, Naga City.
2. The activity aims to enhance gender –responsive leadership skills of all Secondary School Heads through;
 - a. awareness on the recent information and updates on DepED thrusts and programs
 - b. participation in formal gathering suited for school administrators
 - c. positivity in attending social functions and other related activities
 - d. self-improvement on social etiquettes in attending social functions
3. The first part of the activity will be the Management Committee Meeting which will be held from 8:00AM to 2:00 PM; It will be followed by a learning time on social graces and etiquettes. The highlight of the activity is the socials which will be done from 6:00 o'clock in the evening until midnight tagged as "ACSSSAYAWAN 2018. This will be an avenue for enhancing the gender responsiveness to social functions and observing social graces and etiquettes in a fine dining activity.
4. The participants, in coat and tie for males and black or gold long gown for females, are expected to be at the venue before 6:00 o'clock in the afternoon for the red carpet grand entrance showcasing their getups. There will be a designated committee who will choose the "Best Dressed Award", Male and Female Category.
5. A registration fee of One Thousand Eight Hundred Pesos only (Php 1,800.00) shall be collected from each participant and coach to defray operational expenses in the conduct of the activity. Registration fee and travelling expenses of all participants shall be charged against Division/ School MOOE subject to the usual accounting and auditing rules and regulations.
6. Other operational expenses shall be taken from the ACSSSA fund.
7. Wide dissemination and strict compliance to this memorandum is desired.

ARNULFO M. BALANE, CESO V
Schools Division Superintendent