



Republic of the Philippines
Department of Education
Region VII-Central Visayas
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

June 13, 2023

DIVISION MEMORANDUM

No. 0277 s. 2023

**ECHO SEMINAR-WORKSHOP ON HOSTING SCHOOL EVENTS AND PROPER
ETIQUETTE AND PRECEDENCE**

TO: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
All Others Concerned

1. All PSDSs together with their English District Coordinators and two (2) Division trained hosts shall conduct the **Echo Seminar-Workshop on Hosting School Events and Proper Etiquette and Precedence** by district level on their chosen date.
2. This activity aims to enhance our district program hosts and other prospective hosts on the proper conduct of the important and formal events in the school.
3. Meals, snacks, and other expenses relative to this seminar-workshop shall be charged against school MOOE and/or other school funds available subject to the usual COA rules and regulations.
4. Seminars that fall on Saturdays and Sundays shall be given service credits.
5. Immediate dissemination of this memorandum is desired.


EVANGEL M. LUMINARIAS PhD, CESO V
Schools Division Superintendent

SDS/ASDS/OFFICE/PDV/lfa



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