



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

Capital Area, Dumaguete City

www.depednegor.net

negros.oriental@deped.gov.ph

SGOD Office (035) 225 - 6180

July 24, 2017

DIVISION MEMORANDUM

No. 382 s. 2017

INTENSIVE TRAINING IN PROTOCOL, SOCIAL GRACES AND ETIQUETTE 2017
(SACEDA YOUTH LEAD)

To: Assistant Schools Division Superintendent
District Supervisors/District In-Charge
All Elementary and Secondary School Heads
District and School ICT Coordinators
All Others Concerned

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1. Attached is a communication from Ms. Jenilyn O. Patrimonio, Administrative Officer of Saceda Youth Lead re: Intensive Training in Protocol, Social Graces and Etiquette 2017 on August 4, 2017 from (8:00am-5pm) at the SYL Center, Purok Likod, Brgy. Candau-ay, Dumaguete City, Philippines.
 2. Attendance to this training is on OFFICIAL TIME ONLY.
 3. For details, please see attached communication.
 4. For the information and guidance of all concerned.

fi: **SALUSTIANO T. JIMENEZ, CESO VI**
OIC- Office of the Assistant Regional Director
Concurrent, Schools Division Superintendent

ERLINDA N. CALUMPANG, Ed.D.
CHIEF EDUCATION SUPERVISOR
CURRICULUM IMPLEMENTATION DIVISION

STJ/rbp/imsm2017

25 JUL 2017



SACEDA YOUTH LEAD
INSTITUTE OF LEADERSHIP DEVELOPMENT
Empowering Leaders, Strengthening Communities

July 12, 2017

SALUSTIANO T. JIMENEZ, CESO VI
Schools Division Superintendent
DepEd Negros Oriental

DepEd Negros Oriental
RECEIVED
NO: 4-1628
DATE: 12 JUL 2017
TIME:
BY:
RECORDS SECTION

Sir:

The Institute of Leadership Development will hold an Intensive Training in Protocol, Social Graces and Etiquette on August 4, 2017 from 0800-1700H at the SYL Center, Purok Likod, Brgy. Candau-ay 6200 Dumaguete City, Philippines.

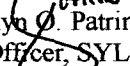
This intensive training deals on how a person should interact and integrate himself/herself in complex processes may it be in local or international setting. The ability of individuals to act according to standard norms and behavior being observed worldwide is a must. And so, we invite your Supervisors, Principals and Student Leaders to attend this intensive training. This includes protocol, manners, etiquette (the specific accepted rules within a culture for the application of universal manners), and deportment and fashion, especially when doing negotiation

Protocol, the code of international politeness and courtesy as well as the set of ceremonial rules and practices; commonly accepted norms of behavior for the conduct of relations and all official interaction between states and representatives should be learned and practiced by every individual.

Registration fee is One Thousand Five Hundred Pesos (P1, 500) to cover AM and PM snacks, Lunch, training kits, and certificates.

To attend, please contact Ms. Liane Rose H. Aventurado at 0936 476 6601 or email at sacedayouthlead@gmail.com

Sincerely,


Ms. Jenilyn O. Patrimonio
Admin Officer, SYL

Saceda Youth Lead
SYL Center, Purok Likod, Brgy. Candau-ay 6200 Dumaguete City, Philippines
Contact: 0915 633 9546 Email: sacedayouthlead@gmail.com

*INTENSIVE TRAINING IN PROTOCOL, SOCIAL GRACES AND ETIQUETTE
2017*

DESCRIPTION OF TRAINING

This intensive training deals on how a person should interact and integrate himself/herself in complex processes may it be in local or international setting. The ability of individuals to act according to standard norms and behavior being observed worldwide is a must. And so, we invite your Supervisors, Principals and Student Leaders to attend this intensive training. This includes protocol, manners, etiquette (the specific accepted rules within a culture for the application of universal manners), and deportment and fashion, especially when doing negotiation

Protocol, the code of international politeness and courtesy as well as the set of ceremonial rules and practices; commonly accepted norms of behavior for the conduct of relations and all official interaction between states and representatives should be learned and practiced by every individual.

TARGET PARTICIPANTS AND NUMBER OF PARTICIPANTS:

Local Government Units Heads and Manager, Hotel Personnel, Supervisors, Principals, Directors of Schools, SPG SSG Teacher Advisers, Student Leaders

PROPOSED DATE AND VENUE:

August 4, 2017 from 0800-1700H

PROPONENT: SACEDA YOUTH LEAD

As Saceda Youth Lead turns 20 years old in 2018, we are transforming the organization into Saceda Youth Lead International Institute of Leadership Development (SIILD). The SIILD will be a non-governmental consulting firm which specializes on leadership development with the aim to promote leadership and global engagement for a secure future in the Asian and African regions and the world. It challenges conventional thinking and helps manage strategic transitions to the future through interdisciplinary studies in leadership development.

SIILD seeks to guide public policy makers global leaders in government and business, teachers and student leaders through a vigorous program of conferences, international exchanges, policy briefings, publications and recommendations.

OBJECTIVES:

1. To define protocols, social graces and etiquette.
2. To study the different skills in protocols, social graces and etiquette
3. To develop the values of politeness, kindness and respect in social situations

REGISTRATION FEE

One Thousand Five Hundred Pesos (P1, 500) to cover AM and PM snacks, Lunch, training kits, and certificates.

Payments can be made to:

Name of Account: Saceda Youth Lead Consulting DBA Dave G. Saceda

Account Number: 1086 1635 89

Bank Name: Bank of the Philippine Islands

TENTATIVE PROGRAMME

<i>TIME</i>	<i>SPECIFICS</i>
<i>070-0800</i>	<i>Registration</i>
<i>0800-0845</i>	<i>Arrival Cocktails and Meeting New Friends Titles, Forms of Addresses, Tools and Functions, Giving of Calling Cards</i>
<i>0845-1000</i>	<i>Protocols on Programs and Events Simulation Workshop</i>
<i>1000-1130</i>	<i>Outclassing the Competition International Culture and Diplomacy Host and Guest Duties, Seating Guidelines and Table Manners</i>
<i>1130-1300</i>	<i>Simulation Lunch</i>
<i>1300-1400</i>	<i>Business Attire and Creating First Impressions</i>
<i>1400-1500</i>	<i>Diplomacy and International Relations</i>
<i>1500-1530</i>	<i>Tea Break</i>
<i>1530-1700</i>	<i>Simulation Program on Protocols, Social Graces and Etiquette End of Training</i>

Lecturers:

Dave G. Saceda, Chair and Founder of Saceda Youth Lead

Sidney Lee (Former Flight Attendant, Northwest Airlines)

Frinwie Loveline Muma (Republic of Cameroon) African Protocols and Social Graces

Steven (Zambia) African Protocols and Social Graces)

Kohei Noda (Japan) Japanese Culture and Psychology

TRAINING RULES AND REGULATIONS

Punctuality and decorum must be observed throughout the intensive training

Participants are encouraged to be actively involved in workshops, discussions, and other course activities.

Participants are given the 15-minute breaks for the morning and afternoon sessions. The time of break is determined by the resource person.

Participants must be put their cellular phones on silent or vibrate mode.

Smoking is not allowed inside the training room. Please refer to hotel/building rules where smoking is allowed.

Participants must refrain from taking videos or recording the lectures. The availability of handouts and learning materials such as PowerPoint presentations is subject for approval of the resource person.

Participants must sign on the attendance sheet at the beginning and end of each session.

Participants must accomplish the evaluation form at the end of each session. Evaluation is done to gauge the effectiveness of the resource person and to determine the participants' reaction to the different aspects of the course.

Participants must submit a signed copy of this form (please see below) as a requirement of this course; otherwise, certificates will not be provided.

Certificates shall be awarded to those who have satisfactorily passed all requirements of the course.

CONFORME

I have read and understood the training rules laid out by the Saceda Youth Lead Institute of Leadership Development.
