



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region 1  
 City of San Fernando, La Union 2500



DEPED REGIONAL OFFICE I

**RELEASED**

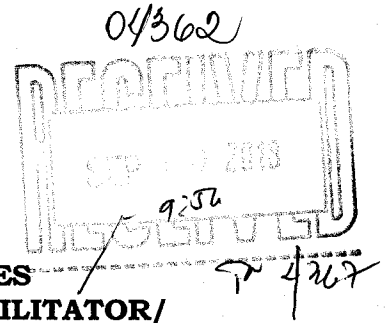
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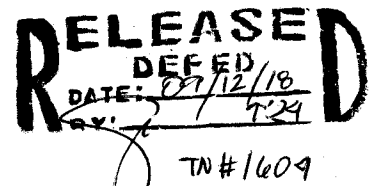
August 16, 2018

REGIONAL MEMORANDUM  
 No. 45, s. 2018



**POLICY GUIDELINES TO DEPED- REGION I EMPLOYEES  
 WHO ARE INVITED AS A LECTURER/RESOURCE PERSON/FACILITATOR/  
 JUDGE ON SEMINARS/TRAININGS/WORKSHOPS/CONTESTS  
 CONDUCTED BY PRIVATE ENTITIES**

To: Assistant Regional Director  
 Schools Division Superintendents  
 Chiefs, Functional Divisions  
 Heads, Regional Functional Units



1. The Department of Education- Regional Office I (Dep Ed- R.O. I) issues the enclosed Policies and Guidelines on Invitations to Deped- Region I Employees being invited as lecturers/ resource persons/ facilitators/ judges on seminars/ trainings/ workshops/ contests being conducted by the private entities, within and outside the region.
2. These guidelines shall be effective immediately upon issuance and shall remain in force and in effect until revoked.
3. All Regional Orders/Memoranda, and other related issuances, provisions, rules and regulations, which are inconsistent with these guidelines are hereby replaced, repealed, or amended accordingly.
4. Immediate dissemination and strict compliance with these guidelines is directed.

**MALCOLM S. GARMA**  
 OIC, Office of the Regional Director



Republic of the Philippines  
 Region I  
 SCHOOLS DIVISION OFFICE  
 DAGUPAN CITY



To: All SDO Personnel & Field Staff,  
 School Heads/Teachers

For your information, guidance and compliance.

*[Signature]*  
**LORNA G. BUGAYONG, Ph. D., CESO VI**  
 Schools Division Superintendent

**POLICIES AND GUIDELINES TO DEPED- REGION I EMPLOYEES WHO ARE INVITED AS A LECTURER/RESOURCE PERSON/FACILITATOR/JUDGE ON SEMINARS/TRAININGS/WORKSHOPS/CONTESTS CONDUCTED BY PRIVATE ENTITIES**

**I. GENERAL PROVISIONS**

**Section 1. Statement of the Policy**

As observed by this Office, DepEd officials and employees are frequently being invited to act as lecturers, resource persons and facilitators in various seminars, trainings, and workshops being organized by different government agencies, as well as private entities, both local and international. Some of the officials and employees are also being requested to be a judge in various competitions being held within and outside of the region. Under *Section 5, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292*, all government officials and employees are required to render eight working hours a day for five days a week, or a total of 40 hours a week excluding time for lunch. The normal working hours shall be from 8 AM to 12 NN, and 1 PM to 5 PM. For non- teaching employees in the department, work shall be rendered for a total of eight (8) hours considering the provisions of the *DepEd Order 23, s. 2018 on the Implementation of the Flexible Working Hours for Non- Teaching Personnel*. As part of the thrust of the department with regard to the sharing of knowledge and expertise in the different fields in relation to the education sector, especially to the private entities, there is a need to prescribe the guidelines and policies to be strictly followed by the individuals who will be invited and partake in this private group dynamic sessions and activities that have been organized during the regular office days and within the regular working hours set by the law.

**Section 2. References**

DBM Budget Circular No. 2007-001 dated April 23, 2007

Omnibus Leave Laws

**Section 3. Definition of Terms**

Lecturer- any person who uses lecture as an instructional method in seminars, workshops, conferences, symposia, training programs and other similar activities

Resource Person- any person who, by virtue of his/her expertise in a specific subject area, serves as a speaker in seminars, conferences, symposia, training programs, and similar activities.

Facilitator- any person who is a subject expert in neutrally managing group process and dynamic sessions such that he/she intervenes for greater group understanding, thus enabling the participants to full participation, to mutual understanding, and to shared responsibilities in the achievement of the group objectives and/or in making quality decisions.

Judge- any person who is tasked to make decision on the possible outcome of the competition/ activity.

Official Business- the travelling expenses and per diem incurred by the employees during the duration of the activity can be reimbursed.

Official Time- the employee is excused in the workplace during the whole

## II. GUIDELINES

### Section 4. Rules and regulations to be followed and strictly adhered by the employees

1. All written invitations and requests addressed to the Regional Director shall be coursed through the Records Section of the Regional Office to be stamped as **"RECEIVED"**, which shall be forwarded to the Office of the Regional Director.
2. The Regional Director will route the written invitations and requests to the personnel concerned.
3. As a general rule, all Dep Ed Region I officials and employees may opt to attend and be a part of these seminars/trainings/workshops/contests conducted by **PRIVATE ENTITIES**. However, they are **NOT ALLOWED** to attend these activities either on **OFFICIAL BUSINESS** or **OFFICIAL TIME**.
4. Employees who are invited and are interested to partake in this private group discussions and events are advised to file their CSC- Form 6 (Application for Leave) before attending.
5. Employees are also requested to prepare letter of confirmation addressed to that particular private entities notifying them of their confirmation to attend the said event, likewise, a letter of regret shall be prepared if the employee cannot attend and participate in the said event.
6. The Office will not be liable for any untoward incident that might happen to the employee in the course of the event.

## III. Miscellaneous Provisions

### Section 5. Separability Clause

Any part or provision of this Regional Memorandum which may be held invalid or unconstitutional shall not affect the validity and effectivity of other provisions.

### Section 6. Repealing Clause

All prior Regional Orders/Memoranda or other issuances, or provisions thereof, which are inconsistent are hereby repealed, revised, or modified accordingly.

### Section 7. Effectivity

This Regional Memorandum shall take effect immediately upon issuance.

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