



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

November 24, 2021

DIVISION MEMORANDUM

No. 475, s. 2021

**SEMINAR/WORKSHOP ON REVISED RULES OF PROCEDURE OF DEPED IN
ADMINISTRATIVE CASES, GRIEVANCE MACHINERY, CHILD PROTECTION POLICY
AND EFFECTIVE COMMUNICATION FOR SCHOOL HEADS**

To: Public Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the conduct of **Seminar/Workshop on Revised Rules of Procedure of the Department of Education in Administrative Cases, Grievance Machinery, Child Protection Policy and Effective Communication for School Heads on December 9-10, 2021**. The venue is still to be determined.
2. The activity aims to capacitate School Heads in handling conflicts in schools and to enhance communication skills.
3. Participants in this activity are the 24 public elementary and secondary School Heads of Tagbilaran City Schools Division and program management team.
4. Expenses relative to this seminar/workshop shall be charged against Division MOOE/local funds, subject to the usual auditing and accounting rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

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