



Republic of the Philippines  
 Department of Education  
 School Division Office of Bulacan

Reproduction No. 165, s. 2022

For dissemination and compliance.

**ZENIA G. MOSTOLES, EdD, CESO V**  
 Schools Division Superintendent

Republic of the Philippines  
**Department of Education**  
 REGION III-CENTRAL LUZON

**RECEIVED**  
 JUN 08 2022

By: \_\_\_\_\_  
 Times \_\_\_\_\_  
 RECORDS SECTION, REGIONAL OFFICE III

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 JUN 08 2022

REGIONAL MEMORANDUM  
 No. - 323 - s. 2022

**SEMINAR ON ROAD COURTESY, DRIVING PROTOCOLS AND ETHICS  
 FOR DEPED DRIVERS OF THE REGIONAL, SCHOOLS DIVISION OFFICES,  
 AND SCHOOLS**

To : Schools Division Superintendents  
 Regional Chief Administrative Office


1. In line with the Department of Education's (DepEd) continuous commitment in fostering a culture of continuous professional development among nonteaching personnel, this Office, through the Human Resource Development Division (HRDD), will conduct a Seminar on Road Courtesy, Driving Protocols, and Ethics for DepEd Drivers of the Regional and Schools Division Offices on June 21, 2022, 8:30 a.m. at DepEd Regional Office III, Aquino Hall.
2. The main objective of this seminar is to reskill and upskill the DepEd drivers of the regional office and the 20 schools division offices in terms of road courtesy, driving protocols, and ethics to enhance their performance in driving services for the 3<sup>rd</sup> level officers and other employees of the Department.
3. The RO, SDO, and Schools identified driver participants are instructed to accomplish the Google form for the online registration thru this link <https://bit.ly/ROSDODriverRegistration> before June 17, 2022. The school drivers will join the seminar through this link <https://bit.ly/SeminarROSDODriver> on June 21, 2022.
4. Likewise, Schools Division Superintendents (SDSs) and Assistant Schools Division Superintendents (ASDSs) are required to answer the survey on the qualities and expectations of RP vehicle drives thru this link <https://bit.ly/SurveyROSDODriver>.
5. It is also required that all participants in this training are fully vaccinated with booster shots against the COVID-19. They are required to bring their vaccination cards for this purpose.
6. Expenditures for the meals and training materials of the participants shall be charged against the 2021 Organizational and Professional Development for Nonteaching Personnel (OPDNTP) Program Support Fund (PSF) of the Region subject to the usual accounting and auditing rules and regulations while transportation and other related expenses shall be charged against local funds.
7. Enclosed are the training matrix (Enclosure No. 1), and the training management team/technical work committees (Enclosure No. 2).





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8. Schools Division Offices (SDOs) and the Regional Chief Administrative Officer are requested to issue Travel Authority to their participants in this training and submit an endorsement letter signed by the Schools Division Superintendent and Regional Chief Administrative Officer in case there is a need for replacement of participants.
9. The Quality Assurance Division (QAD) shall conduct the Quality Assurance, Monitoring and Evaluation (QAME) of this training and submit a report of its findings.
10. For inquiries and/or clarifications regarding the conduct of this training, please contact Mr. Edgardo Simon Serrano, EdD, Education Program Supervisor, at cellphone number 0999-992-6086 or e-mail [edgardo.serrano@deped.gov.ph](mailto:edgardo.serrano@deped.gov.ph) or Mr. Bryan L. Vicente, Education Program Specialist, at cellphone number 0922-877-0617 or e-mail [bryan.vicente@deped.gov.ph](mailto:bryan.vicente@deped.gov.ph).
10. Wide dissemination of and compliance with this Memorandum is earnestly desired.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

To be indicated in the Perpetual Index:  
under the following subjects:

EMPLOYEES

ORGANIZATIONS

TRAINING PROGRAMS

PROTOCOL AND WORK ETHICS

Incl.: As stated

HRDD1/hrdd3  
June 13, 2022





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**Department of Education**  
REGION III-CENTRAL LUZON

(Enclosure No. 1 to Regional Memorandum No. \_\_\_, s. 2022)

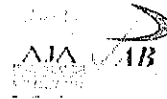
**SEMINAR ON ROAD COURTESY, DRIVING PROTOCOLS AND ETHICS  
FOR DEPED DRIVERS OF THE REGIONAL, SCHOOLS DIVISION OFFICES  
AND SCHOOLS**

**TRAINING MATRIX OF ACTIVITIES**  
June 21, 2022 @ 8:30 a.m.

<b>Time</b>	<b>Activity</b>
8:30 a.m. – 9:00 a.m.	Opening Program
9:00 a.m -12:00 n.n. (with 5 minutes health break)	Road Courtesy and Driving Protocols
12:00 n.n. –1:00 p.m.	Lunch Break
1:00 p.m. –3:00 p.m.	Ethics of the Professional Drivers
3:00 p.m. –3:05 p.m.	Health Break
3:05 – 4:05 pm	Workshop “DepEd Driver Pledge of Commitment”
4:05 p.m.-4:35 p.m.	• Online End Program Evaluation



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





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**Department of Education**  
 REGION III-CENTRAL LUZON

(Enclosure No. 2 to Regional Memo No. \_\_\_\_\_ s, 2022)

**SEMINAR ON ROAD COURTESY, DRIVING PROTOCOLS AND ETHICS  
 FOR DEPED DRIVERS OF THE REGIONAL, SCHOOLS DIVISION OFFICES,  
 AND SCHOOLS**

<b>TASKS/ASSIGNMENTS</b>	<b>IN-CHARGE</b>
<b>Program Focal Persons</b>	Edgardo Simon Serrano, EdD Bryan Vicente
<b>Secretariat/Documenter</b>	
<ul style="list-style-type: none"> <li>Online/Onsite Registration/ Attendance/Activities</li> </ul>	John Carlo Magtoto Bryan Vicente
<ul style="list-style-type: none"> <li>Online/Onsite Documentation &amp; Activity Report</li> </ul>	Jeannette Peña Imelda Juan Joven Supan
<ul style="list-style-type: none"> <li>Certificate of Participation and Recognition</li> </ul>	John Carlo Magtoto Bryan Vicente Jeannette Peña Imelda Juan Joven Supan
<ul style="list-style-type: none"> <li>Dissemination of slide presentations and materials</li> </ul>	John Carlo Magtoto Bryan Vicente Edgardo Simon Serrano, EdD
<b>In-Charge of the Training/Logistics</b>	
<ul style="list-style-type: none"> <li>Slide Deck Presentations</li> <li>Session/Activity Presentation</li> </ul>	John Carlo Magtoto Bryan Vicente Edgardo Simon Serrano, EdD Rigette Ryan S. Ramos, EdD
<ul style="list-style-type: none"> <li>Program Emcees/Moderators)</li> </ul>	Arnel A. Usman, PhD Ruth D. Jimenez, EdD Rigette Ryan S. Ramos, EdD
<b>Online Program Evaluation</b>	QAD



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