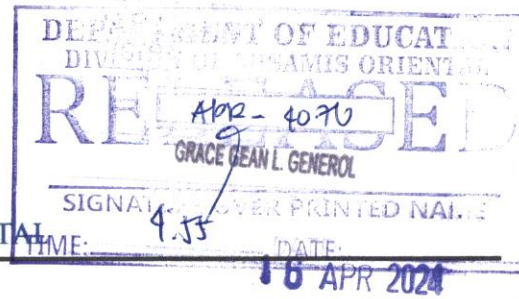




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL



Office of the Schools Division
Superintendent

16 APRIL 2024

DIVISION MEMORANDUM

No. **260** s. 2024

GUIDELINES ON THE USE OF THE EVENTS & TRAINING CENTER (ETC)

To: All Division Office Personnel
All Field Personnel
All Others Concerned

1. Relative to Division Memorandum No. 227 s, 2024 re: Reconstituting the "Events & Training Center (ETC) Committee" of DepEd Misamis Oriental, this Office through the Events and Training Center Committee, hereby issues the guidelines for the use of the Events and Training Center located at 2nd Floor, Pelaez Sports Center Building, Velez St., Cagayan de Oro City.

2. These guidelines cover the use of the Events and Training Center as a venue for trainings, workshops, meetings, conferences, and other education-related events. Moreover, this shall be strictly followed by the users of the said facility to ensure that protocols are observed and activities will be properly accommodated.

2.1 Booking

The use of the facility is free for the Teaching and Non-Teaching personnel of the Division of Misamis Oriental. However, any request to use the facility shall be secured with a Request Slip on a *first come, first serve basis*. The Request Slip shall be supported by an Approved Training Design/Activity Design or Approved Memorandum as proof of the conduct of activity.

2.2 Right to Refuse

The Committee reserves the right to refuse an event without a duly approved request slip. Further, bumping off another event is not permitted. In case of cancellation, the designated booking officer must be notified to give way to other potential users of the facility.

2.3 Set-up

The facility staff will assist in the set-up and takedown. Tables and chairs will be provided as reflected in the Request Slip. The program conducted in the facility will be the function and total responsibility of the user, ensuring everything is in place before and after the conduct of the activity



Address: Del Pilar - Velez St., Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.depedmisor.com
Email: misamis.oriental@deped.gov.ph



2.4 Cleanliness

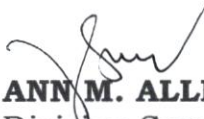
The facility shall be maintained in a neat and orderly manner. The user and its participants shall strictly observe the "Clean As You Go" (CLAYGO) policy before and after the activity.

2.5 Damages or Loss

Any damage to the facility, its equipment or loss will be billed to the user.

3. This memo carries no additional remuneration and is made for the best interest of the service effective immediately and shall continue in full force and effect until further notice by the head of agency.
4. For your information and guidance.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent


MARY ANN M. ALLERA
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent





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

COMMITTEE PROGRAMS HUMAN RESOURCE DEVELOPMENT

|mma/ikm-mlt



Page 2 of 2; **GUIDELINES ON THE USE OF THE EVENTS & TRAINING CENTER (ETC)**



Address: Del Pilar - Velez St., Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.depedmisor.com
Email: misamis.oriental@deped.gov.ph

