



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

November 24, 2023

REGION MEMORANDUM
ASD-2023-053

**TRAINING FOR DEPED SOCCSKSARGEN DRIVERS ON VIP SECURITY
AND DEFENSIVE DRIVING**

To: Schools Division Superintendents
Region and Division Office Drivers
All Others Concerned

1. In its continuing effort to upskill the support services of the office, the Administrative Division – General Services Unit (GSU) shall be conducting a **Two-day Training for Drivers on VIP Security and Defensive Driving** on **December 15-16, 2023**, at the NEAP R-XII, Quirino Ave., General Santos City.
2. The objectives of the 2-day workshop shall focus on achieving the following:
 - a. discuss the general principles of VIP Security and Protection Protocols and its DOs & DON'Ts;
 - b. identify different techniques and procedures on Safety Management, and VIP Security and Protection; and
 - c. discuss the different convoy security principles, procedures and techniques.
3. Enjoined to attend are as follows:

OFFICE	PARTICIPANTS	TOTAL
	Drivers	
Regional Office	7	7
Schools Division Offices	3	24
Technical Working Group	9	9
TOTAL		40

4. Food for the participants and honorarium of the resource person shall be borne from RO MOOE, subject to usual accounting and auditing rules and regulations while travel and incidental expenses shall be charged to local funds. The first meal is breakfast on December 15, 2023 and the last meal is dinner on December 16, 2023.
5. Enclosed is the indicative schedule of activities for reference.
6. For queries and information, contact Alyssa Grace D. Goyone of the Administrative Division – General Services Unit through alysagrace.goyone@deped.gov.ph or (083) 228-8825 / 228-1893.



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@deped.gov.ph
Website: depedroxii.org



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7. For information and dissemination.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: None

Allotment: MOOE

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

DRIVING TRAINING

AGDG/AD-GS/ VIP SECURITY AND PROTECTION IN DRIVING SEMINAR/004/November 15, 2023



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Enclosure to Region Memorandum ASD-2023-053

INDICATIVE SCHEDULE OF ACTIVITIES

VIP Security and Defensive Driving Seminar

December 15-16, 2023
 NEAP R-XII, General Santos City

TIME	ACTIVITY	PERSON IN-CHARGE
Day 1: December 15, 2023		
7:30 – 8:30 AM	Arrival	
8:30 – 9:00 AM	Preliminaries and Checking of Attendance	AD-General Services Unit
9:30 – 9:45 AM	Welcome Message	KATHRINE H. LOTILLA OIC – Office of the Assistant Regional Director
9:45 – 10:00 AM	Message	CARLITO D. ROCAFORT Director IV
10:00 – 10:15 AM	Statement of Purpose	JOSEPH RUSSEL M. FARNAZO OIC – Chief Administrative Officer, AD
10:15 – 12:00 NN	VIP Security and Protection in Driving Seminar	Resource Person
LUNCH		
1:00 – 5:00 PM	Continuation: VIP Security and Protection in Driving Seminar	Resource Person
DINNER		
Day 2: December 16, 2023		
8:30 – 9:00 AM	Preliminaries	AD-General Services Unit
9:00 – 12:00 NN	Continuation: VIP Security and Protection in Driving Seminar	Resource Person
LUNCH		
1:00 – 4:00 PM	Continuation: VIP Security and Protection in Driving Seminar	Resource Person
4:00 – 5:00 PM	Closing Program	AD-General Services Unit



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