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## **Training on Protocol and Social Graces (July 4-5, 2024) Concept Note**

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### **Background**

The International Cooperation Office (ICO) is anchored on the goal of enhancing the institutional capacity of the Department of Education in developing, coordinating, managing and consequently fulfilling international commitments of the country. The office is also mandated to serve as clearing house for all international transactions within the department and to strengthen the ties of the department to its international partners including bilateral and multilateral cooperation.

The Office of Her Royal Highness Princess Maha Chakri Sirindhorn's Project is an agency under the Department of Special Affairs, Bureau of Royal Household. The Office is responsible for conducting development projects in accordance with Her Royal Highness Princess Maha Chakri Sirindhorn's initiatives with the goal of improving the quality of life for children and youth in remote areas.

Over the past four decades, Her Royal Highness Princess Maha Chakri Sirindhorn has been working to improve the quality of life of children and youth in the Kingdom of Thailand. Her Royal Highness has initiated many projects addressing various aspects of development such as agriculture, nutrition, health, hygiene, vocational training, environmental conservation and cultural preservation. Her development work has reached the most disadvantaged children and families living in remote locations and under difficult living conditions without regard to race, sex, religion or nationality.

As an effective approach to children and youth development, Her Royal Highness's initiative has been expanding to improve the lives of children and youth living in neighboring countries. Through a school setting, holistic and sustainable development model has been implemented by teachers and the community with joint support from key sectors like education, agriculture, health and local administrations.

At present, there are 107 schools in ten (10) countries who have participated in the collaborative project. With the funding and technical support of Her Royal Highness, these schools have been applying Her Royal Highness's model in their contexts and have made progress in their schools. Many students now understand the value of safe food production, good nutrition, and health; they have improved their nutritional and health status.

In this light, the ICO will be conducting the Protocol Training for Region 12 and Division of Sarangani as Recipient of the Thai Princess Project.

### **Scope of the Collaborative Project**

- a. School nutrition and health services
- b. School sanitation
- c. School agriculture
- d. Vocational Education
- e. Quality Basic Education
- f. Environmental and Cultural conservation

### **Objectives**

- To orient DepEd officials and personnel who are managing the projects under the patronage of Her Royal Highness Princess Maha Chakri Sirindhorn on basic diplomatic protocols and etiquette in receiving Her Royal Highness Princess Maha Chakri Sirindhorn



- To enhance skills and capacitate participants in organizing and managing national and international meetings/conferences, activities, and negotiations
- To give insights in multicultural courtesies

### Programme of Activities

DAY 1 (July 4, 2024)		
Time		Key Person/In Charge
1:00 pm – 1:30 pm	Registration	Registration Committee
1:30 pm – 1:40 pm	<ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Prayer</li> </ul>	AVP
1:40 pm – 1:45 pm	Welcome Remarks	<b>Carlito D. Rocafort (TBC)</b> Regional Director – DepEd Region XII
1:45 pm – 1:55 pm	Recognition of Participants and Statement of Purpose	<b>Margarita Consolacion C. Ballesteros</b> Director IV International Cooperation Office
1:55 pm – 2:00 pm	<b>Photo Opportunity/Break (Snacks)</b>	
2:00 pm – 2:15 pm	Presentation on the Projects of Princess Maha Chakri Sirindhorn and Brief Background on the Culture of Thailand	<b>H.E. Tull Traisorat</b> Ambassador of Thailand to the Philippines
2:15 pm – 3:15 pm	<p><b>Overview</b></p> <ol style="list-style-type: none"> <li>Core Concepts/Definition or Terms</li> <li>Origins and Sources</li> </ol> <p><b>Protocol</b></p> <ol style="list-style-type: none"> <li>Order of Precedence</li> <li>Protocol of Precedence</li> <li>Protocol in International Organizations</li> <li>Precedence in Signing Treaties</li> <li>Take on Titles</li> <li>Protocol of the Flag</li> <li>Set-up and Placements</li> </ol>	
3:15 pm – 4:15 pm	<p><b>Social Graces and Etiquette</b></p> <ol style="list-style-type: none"> <li>Brand and Beyond</li> <li>Sense and Style</li> <li>Poise and Posture</li> </ol>	
4:15 pm – 4:30 pm	<b>PM Snack</b>	
4:30 pm – 5:30 pm	<p><b>Social Graces and Etiquette</b></p> <ol style="list-style-type: none"> <li>Communication Etiquette</li> <li>Modes and Meanings</li> <li>Content and Context</li> <li>First and Last Impressions</li> <li>Greetings and Meeting</li> <li>Entry and Exit</li> <li>Dining Decorum</li> <li>Meals and Menus</li> </ol>	



DAY 2 (July 5, 2024)		
		Key Person/In Charge
8:00 am – 8:30 am	Registration	
8:30 am – 10:00 am	<b>Organizing Conferences/Meetings and Events</b> <ol style="list-style-type: none"> <li>a. Planning Process</li> <li>b. Organizing Committees</li> <li>c. Functions and Tools</li> <li>d. Activity Checklist</li> </ol>	
10:00 am – 10:15 am	<b>PM Snacks</b>	
10:15 am – 11:15 am	<b>Organizing Conferences/Meetings and Events</b> <ol style="list-style-type: none"> <li>e. Arrival to Departure</li> <li>f. Post Conferences Activities</li> <li>g. Conference Review and Evaluation</li> <li>h. Assessment Reports</li> </ol>	
11:15 am – 12:00 pm	<b>Grouping (Preparation for the Simulation)</b>	
12:00 pm – 1:00 pm	<b>LUNCH</b>	
1:00 pm – 3:00 pm	<b>Simulation</b>	
3:00 pm – 3:15 pm	<b>Closing Remarks</b>	<b>Margarita Consolacion C. Ballesteros</b> Director IV International Cooperation Office

### List of Participants

NAME	DESIGNATION	OFFICE
<b>Secretariat/Technical Working Group</b>		
Margarita Consolacion C. Ballesteros (live in)	Director IV	International Cooperation Office (ICO)
Frederick C. Orticio (live in)	Project Development Officer III	
Hanna Patricia Cortes (live in)	Project Development Officer II	
Jaymee Grace D. Carreon (live in)	Technical Assistant II	
Rex Augus M. Fernandez (live in)	Technical Assistant II	
Xylene Azurin (live in)	Technical Assistant II	
<b>DepEd Region XII</b>		
Regional Personnel (live out)	2 pax	
<b>Resource Speaker</b>		
Speakers (live in)	2 pax	
<b>Schools Division Office Personnel</b>		
Division of Sarangani City (live out)	12 pax	SDO Sarangani City
<b>Datu Abdullah Tondog Integrated School</b>		
School Head and Personnel (live out)	9 pax	SDO Sarangani City
<b>Tokawal Elementary School</b>		
School Head and Personnel (live out)	9 pax	SDO Sarangani City



## Organizers

### Department of Education

#### **Margarita Consolacion C. Ballesteros**

Director IV, External Partnerships Service-International Cooperation Office

Department of Education

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#### **Jaymee Grace D. Carreon**

Senior Desk Officer/Technical Assistant II, External Partnerships Service-International Cooperation Office

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