




Capacity Building on Liaison, Protocol, and Conference Management
04-06 February 2026, CHED Auditorium, Quezon City
Administrative Note

Responsible Parties	Commission on Higher Education University of the Philippines
Venue	CHED Auditorium C.P Garcia Avenue, Diliman, Quezon City
Coordinators	CHED IAS - Ms. Jesusa Rocel S. Estanislao - 09273701007 CHED IAS - Ms. Elma Paz -
Photo and Pre-departure reminders	Reminder: Only official photos by designated CHED personnel are allowed to be posted on social media during the event period. No posting of personal photos in social media during the event proper.
Attire	<p>Business Suit/Formal (For 3 Day Capacity Building)</p>  <p align="center">Business Formal</p> <p>For Females:</p> <ul style="list-style-type: none"> - Wear business or formal attire - Blazer is encouraged - Blouse with sleeves or corporate top - Slacks, skirt, or formal dress - Closed shoes only (no rubber shoes or sandals) <p>For Males:</p>

	<ul style="list-style-type: none">- Wear business or formal attire- Blazer or coat is encouraged- Long sleeves / polo with collar- Slacks or formal trousers- Leather shoes (no rubber shoes)																
Things to bring	<p><u>PERSONAL ITEMS</u></p> <ol style="list-style-type: none">1. Mobile phone and charger/powerbank2. Formal/Business Attire3. Medications (if any)4. Umbrella5. Personal tumbler or water bottle6. Notebook and pen7. Personal hygiene kit (alcohol, tissue, etc.)																
Weather	<p>February 04 2026 - Wednesday</p> <div><div>WED 2/4</div><div> 32° /23°</div><div>25%</div></div> <p>Intervals of clouds and sunshine</p> <table><tr><td>RealFeel™</td><td>35°</td><td>Max UV Index</td><td>6.0 (High)</td></tr><tr><td>RealFeel Shade™</td><td>33°</td><td>Wind</td><td>E 9 km/h</td></tr></table> <p>February 05 2026 - Thursday</p> <div><div>THU 2/5</div><div> 32° /23°</div><div>2%</div></div> <p>Considerable cloudiness</p> <table><tr><td>RealFeel™</td><td>34°</td><td>Max UV Index</td><td>3.0 (Moderate)</td></tr><tr><td>RealFeel Shade™</td><td>32°</td><td>Wind</td><td>NE 4 km/h</td></tr></table>	RealFeel™	35°	Max UV Index	6.0 (High)	RealFeel Shade™	33°	Wind	E 9 km/h	RealFeel™	34°	Max UV Index	3.0 (Moderate)	RealFeel Shade™	32°	Wind	NE 4 km/h
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February 06, 2026 - Friday

FRI
2/6



30° / 24°

2%

Partly sunny

RealFeel™

34°

Max UV Index

7.0 (High)

RealFeel Shade™

30°

Wind

W 4 km/h

Retrieved from

<https://www.accuweather.com/en/ph/quezon-city/264873/daily-weather-forecast> on 29 January 2026

TENTATIVE PROGRAM OF ACTIVITIES
PROVISIONAL AGENDA

DATE / TIME	ACTIVITY	PERSON-IN-CHARGE
February 04 Wednesday		
Day 1 - Diplomatic Protocol		
7:00 AM - 8:00 AM	Registration	
8:00 AM - 8:20 AM	PRELIMINARIES	PRESENTATION
8:20 - 8:30 AM	Welcome Remarks	DIRECTOR EDNA MAE F. LEGAZPI
8:30 AM - 8:40 AM	Special Message	Dr. Shirley C. Agrupis Chairperson CHED
8:40 AM - 12:00 PM	Levelling of Expectations Training-workshop overview	Prof. Alcurizo
	Session : ASEAN Liaison and Protocol	TENTATIVE Chief of Protocol Department of Foreign Affairs
12:00 PM - 1:00 PM	Lunch Break	
1:00 PM - 5:00 PM	Workshop: ASEAN Liaison and Protocol <ul style="list-style-type: none"> - Practical guidelines in handling official dignitaries - Official Ceremonies: Detailed Protocol for Arrival and Departure - Seating, Venue and Meeting 	TENTATIVE Chief of Protocol Department of Foreign Affairs



	Protocol <ul style="list-style-type: none"> - Media and Public Handling - Managing Protocol Challenges and Crisis Situations 	
	Closing	
February 05 Thursday		
Day 2 - Events Management and Hosting		
7:00 AM - 8:00 AM	Registration	
8:00 AM - 8:20 AM	Morning Exercise	C/O UP
8:20 AM - 12:00 PM	Session: Events Management and Hosting	Dr. Maria Criselda G. Badilla Faculty Asian Institute of Tourism University of the Philippines
12:00 PM - 1:00 PM	Lunch break	
1:00 PM - 5:00 PM	Workshop: <ul style="list-style-type: none"> - Key Aspects of Events Management - Types of Events Management - Core Skills in Events Management 	Dr. Maria Criselda G. Badilla Faculty Asian Institute of Tourism University of the Philippines
Closing		
February 06 Friday		
Day 3 - Filipino Brand of Service Excellence		
7:00 AM - 8:00 AM	Registration	
8:00 AM - 8:30 AM	ASEAN Overview	Dr. Roger Y. Chao, Jr. Assistant Director/ Head of Education for Youth and Sports ASEAN Secretariat
8:30 AM - 12:00 PM	Breakout Session 1: Filipino Brand of Service Excellence	Mr. Gil Regondola

	The Gold Standard of Filipino Welcome (AUDITORIUM)	FBSE Master Trainer Department of Tourism
	Breakout Session 2: Filipino Brand of Service Excellence The Gold Standard of Filipino Welcome (EXECUTIVE LOUNGE)	Ms. Susan Edilo FBSE Master Trainer Department of Tourism
12:00 PM - 1:00 PM	Lunch break	
1:00 PM - 8:00 PM	Parallel Session 1 Workshop: Filipino Brand of Service Excellence <ul style="list-style-type: none"> - Filipino Core Values - Service Delivery Standards (7Ms) - G.U.E.S.T Steps - H.E.A.R.T Method (AUDITORIUM)	Mr. Gil Regondola FBSE Master Trainer Department of Tourism
	Parallel Session 2 Workshop: Filipino Brand of Service Excellence <ul style="list-style-type: none"> - Filipino Core Values - Service Delivery Standards (7Ms) - G.U.E.S.T Steps - H.E.A.R.T Method (EXECUTIVE LOUNGE)	Ms. Susan Edilo FBSE Master Trainer Department of Tourism
Closing		



HOTEL ASSIGNMENTS

Resource Persons

Single Bedrooms	
1.	DFA
2.	AIT
3.	DR. CHAO
*Note: (1 & 2 for confirmation if accommodation or Transportation) (No. 3 - For confirmation of budget)	

Participants

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