

## **PROTOCOL**

### **FLAG PROTOCOL**

1. The place of honor is to the audience's left over the right shoulder.
2. The Philippine Flag holds the place of honor, followed by the state/region, city/municipality, and institutional flags.
3. When displayed, the triangle should be on top, with the blue field to the right and the red field to the left.
4. The flag should never be displayed horizontally except on flagpoles or when properly draped.
5. Ensure the flag is clean and in pristine condition; replace it if it is torn, worn, or damaged.
6. During flag ceremonies, all personnel should stand at attention and face the flag.

### **SEATING PROTOCOL**

1. The host and co-host should sit opposite each other for balance.
2. The guest of honor should always be seated to the right of the host.
3. The second-highest ranking guest should be seated to the right of the co-host.
4. Other guests should be seated in hierarchical order, alternating on both sides of the host and co-host.
5. Consider gender balance, language abilities, and overlapping expertise when arranging seats.
6. If necessary, adjust seating plans based on time constraints, program flow, or principal requests.

### **GIFTS**

1. Provide tokens for speakers and meaningful gifts for VIPs, sponsors, and principals.
2. Gifts should reflect the theme of the event and the cultural identity of the host community.
3. Where possible, highlight local craftsmanship, artistry, or traditions.
4. All gifts must be accompanied by a note of appreciation and recognition of the recipient's contribution.

### **COMMUNICATION**

1. Brief principals, officials, and guests about cultural norms, expectations, and flow of the event.
2. Use polite conversation starters and avoid sensitive topics.
3. For formal announcements, maintain clear, respectful, and concise delivery.

4. Ensure effective communication between event staff through radios or designated messengers.
5. When addressing couples and guests, use inclusive language and clear instructions to avoid confusion.

## **FOOD**

1. Meals should be prepared in advance and served on time according to the program.
2. VIPs, officials, and principals are served first, followed by guests and couples.
3. Ensure dietary considerations (halal, vegetarian, allergies) are respected.
4. Serving staff should follow proper etiquette: uniformed attire, courteous service, and hygienic handling of food.
5. Leftover food should be disposed of properly or donated to designated charities if permitted.

## **PERSONS WITH DISABILITY (PWD)**

1. Ensure barrier-free access with ramps, elevators, or designated seating areas.
2. Provide priority seating for PWDs near entrances/exits and restrooms.
3. Assign ushers or volunteers to assist PWD guests throughout the event.
4. For hearing-impaired guests, provide sign language interpreters if possible.
5. Visual aids (screen/projectors) should be clear and readable for visually impaired guests.
6. Ensure emergency exits are accessible for wheelchairs and mobility aids.