



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City




**DIVISION MEMORANDUM**  
No. 110-C, s. 2018

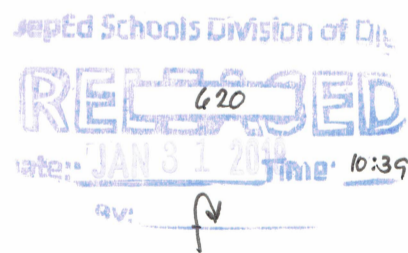
January 31, 2018

**REGIONAL AND DIVISION OFFICES NON-TEACHING DEVELOPMENT  
PROGRAM FOR ADMINISTRATIVE OFFICERS**

To: **ALELI M. CHIONG – Administrative Officer IV (HRMO)**  
**MYHARRA FAYE LL. BONTIA – Administrative Officer IV (RECORDS)**

1. Pursuant to Memorandum issued on January 29, 2018 by Atty. Alberto T. Escobarte, CESO III, which this Office received on January 30, 2018, you are hereby directed to attend the **“Regional and Division Offices Non-Teaching Development Program for Administrative Officers,”** scheduled on January 29 to February 2, 2018 currently held at COA Regional Office, Carlos P. Garcia Avenue, Davao City.
2. You are advised to bring a laptop, pocket wife and extension wire which shall be used during the workshop.
3. Travel and other incidental expenses related to the attendance of the above activity shall be charged to local funds while board and lodging shall be charged against the NEAP CO funds subject to the usual accounting rules and regulations.
4. For strict compliance.

  
**WINNIE E. BATOON, Ed. D.**  
Officer in Charge  
Office of the Schools Division Superintendent



Encls: Regional Memorandum  
References: Regional Memorandum dated January 29, 2018  
To be indicated in the Perpetual Index under the following subjects:  
SUBJECT: Regional and Division Offices Non-Teaching Development Program for Administrative Officer.

Windows User: memorandum title  
31 January 2018

1/30

Mr. Alonzo,

FROM : Please call the number FAX NO. : 082272009

31 Jan. 2018 5:35AM P1

If we can still send participants who  
its already done 30, 2018

If its still possible, please  
identify or participants.



WETA  
Republika ng Pilipinas  
KAGAWARAN NG EDUKASYON  
Rehiyon XI  
Lungsod ng Davao  
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000) Internet Address (URL) [www.region11.depEd.gov.ph](http://www.region11.depEd.gov.ph)  
Telefax Nos. (082) 2-1; 221-8459; 221-9428; 227-0943; 227-8025; 222-2617; 2270941; 2218435

**MEMORANDUM**

TO : Schools Divisions Superintendents/OIC-SDS  
(Panabo City, Davao Del Sur, Digos City, Tagum)

FROM :   
ATTY. ALBERTO T. ESCOBARTE, CESO III  
Regional Director

SUBJECT : Regional and Division Offices Non-Teaching Development Program for  
Administrative Officer

DATE : January 29, 2018

This has reference to the memorandum No. DMCI-2018-0011 dated January 3, 2018 from Usec. Loma Dig Dino, Undersecretary for Curriculum and Instruction, relative to the activities for Regional and Division Offices Non-Teaching Development Program for administrative Officer. The 3<sup>rd</sup> batch of the training will be conducted on January 29 - February 2, 2018 at COA Regional Office, C.P. Garcia, Davao City.

Anent to this, the following school divisions are hereby directed to send the Administrative Officers to attend the said training:

No.	Division	Number of participants
1	Davao City	25
2	Panabo City	25
3	Tagum City	25
4	Digos City	25
5	Davao Del Sur	25
	total	100

Participants are advised to bring their laptops, pocket wifi, and extension wires to be used during the writeshop.

Travel and other incidental expenses related to the attendance of the above activity shall be charged to local funds while board and lodging shall be charged against the NEAP CO funds subject to the usual accounting rules and regulations.