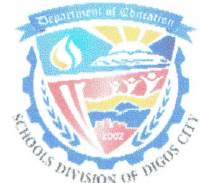




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City




DIVISION MEMORANDUM
No. 111-C, s. 2018

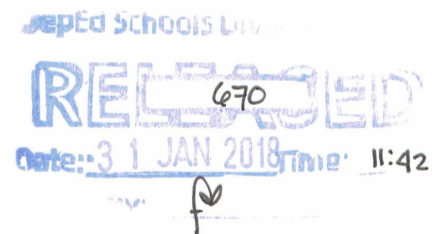
January 31, 2018

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

To: **HELEN T. PAYAPAYA – Administrative Officer II (SHS)**
ZORAYA D. LAPAZ – Registrar I (SHS)
NORBELITH D. GLORIA – Administrative Assistant II (SHS)

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 wifi 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/MOOE 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.

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31 January 2018



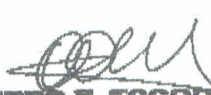
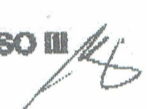
Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000) Internet Address (URL) www.region11.depEd.gov.ph
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. Lorna Dig Dino, Undersecretary for Curriculum and Instruction, relative to the activities for Regional and Division Offices Non-Teaching Development Program for administrative Officer V. The 3rd 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	5
2	Panabo City	5
3	Tagum City	5
4	Digos City	5
5	Davao Del Sur	5
	total	25

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.