

October 18, 2016

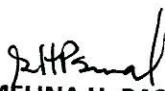
**DIVISION MEMORANDUM**

No. 205 s. 2016

To: Asst. Schools Division Superintendent  
CID Chief  
Education Program Supervisors  
Public School District Supervisors  
Secondary School Heads  
All Others Concerned

**ONE-DAY CAPACITY BUILDING PROGRAM FOR SENIOR HIGH SCHOOL NON-TEACHING PERSONNEL**

1. This Office announces the conduct of *One-Day Capacity Building Program for Senior High School Non-Teaching Personnel* on November 14, 2016 (8:00 A.M.-5:00 P.M.) at the Division Library Hub.
2. The activity aims to provide technical assistance to the newly hired SHS non-teaching staff in performing their duties and responsibilities.
3. Participants to this are the following:
  - a. Administrative Staff
  - b. Registrars
  - c. Administrative Assistants
4. The meals and snacks of the participants shall be charged against the Division MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

  
GERMELINA H. PASCUAL, CESO V  
Schools Division Superintendent