



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-0638

To: **BASILIO P. MANA-AY JR., CESO VI**
 Assistant Schools Division Superintendent
AILENE B. ANONUEVO, PHD
 Chief Education Supervisor (SGOD)

Subject: **EMPOWERING THE HEART OF SCHOOL OPERATIONS: A SKILL
 ENHANCEMENT FOR THE NON-TEACHING PERSONNEL ASSIGNED
 AT SCHOOLS**

Date: December 2, 2024

Please be informed that the conduct of the capability building on Empowering the Heart of School Operations: A Skill Enhancement for the Non-Teaching Personnel Assigned in Schools shall be on December 26-27, 2024, at the venue to be identified.

The main objective of this activity is to orient the non-teaching personnel in schools with regards to the schools' operations and governance. Participants to this activity are the non-teaching personnel assigned in schools. Final List of Participants shall be identified in a separate memorandum.

Travel and other incidental expenses relative to this activity are chargeable against the Division/School MOOE Funds while food and hotel accommodation are chargeable against the Division INSET Funds/Downloaded Funds subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

For and in the Absence of the SDS:

BASILIO P. MANA-AY JR., CESO VI
 Assistant Schools Division Superintendent
 Officer In Charge

Enclosed: As stated.
 SGOD/aba

RELEASED

DEC 02 2024



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 through Journeying, Blending and Fostering commitment in providing quality education, MATATAG for all.

