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Republic of the Philippines
Department Of Education
Region XI
Schools Division of Panabo City

DIVISION MEMORANDUM

SGOD-2025-0722

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
All Concerned Personnel

Subject: **ADDENDUM TO DIVISION MEMORANDUM NO: DIVISION TRAINING ON ELEVATING SERVICE EXCELLENCE: STRENGTHENING THE ROLE OF NON-TEACHING PERSONNEL (NTP) IN EDUCATION DELIVERY**

Date: December 1, 2025

Relative to the conduct of the **Division Training on Elevating Service Excellence: Strengthening the Role of Non-Teaching Personnel (NTP) in Education Delivery** on **December 1-3, 2025**, at Grand Palm Villa and Hotel, Tagum City, the following are hereby directed to attend the said training, to wit:

No	Name	Designation	Office/School
1	Ione Jean Amoguis	AO II	San Francisco ES
2	Chadee Russ Saladas	AO II	OSDS-HR
3	Maria Susete Flores	Nurse II/ Medical Team	SGOD

Travel, incidental and other expenses relative to the activity shall be charged to the Division MOOE/local funds subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

For and in the absence of the Schools Division Superintendent.

JANWARIO E. YAMOTA
Chief Education Supervisor
Officer-In-Charge

RELEASED

DEC 01 2025

RECORDS SECTION-SDO PANABO CITY
BY 

Enclosed.: As stated.
SGOD/aba/ksd/lss



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