



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
# 32 Military Cut-Off, Baguio City  
Tel. No.: 446-6738 Fax: (074) 442-7819



Memorandum:

To: PSDS  
Public Elementary and Secondary School Heads  
Non-Teaching Personnel  
All Other Concerned

From: FRANCIS CESAR B. BRINGAS, CESO VI  
OIC, Schools Division Superintendent

Subject: DepED Division of Baguio Non-Teaching Personnel Capability  
Building Seminar Workshop on December 4-6, 2014

Date: November 21, 2014

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1. This is to inform the field of the DepED Non-Teaching Personnel Capability Building Seminar Workshop on December 4-6, 2014 at PTA San Fabian, San Fabian Pangasinan.
2. All DepED Non-Teaching Personnel are encouraged/enjoined to attend such activity.
3. Please submit list of names on Non-Teaching Personnel attending the seminar on or before November 27, 2014 to Bebsie H. Dizon, at the Personnel Section of the Division Office for the reservation on accommodation & Transportation.
4. Immediate dissemination and compliance is earnestly desired.