

DIVISION MEMORANDUM:

No. 15 s. 2017

**CAPABILITY BUILDING OF NON TEACHING PERSONNEL OF DEPED BAGUIO CITY WITH
THEME "ISANG DEKADANG PAGBUBUKLOD TUNGO SA TUNAY NA PAGBABAGO"**

January 6, 2016

1. The CAPABILITY BUILDING OF NON TEACHING PERSONNEL OF DEPED BAGUIO CITY WITH THEME " ISANG DEKADANG PAGBUBUKLOD TUNGO SA TUNAY NA PAGBABAGO is set on January 18,19 and 20 , 2017, 8:00 AM to 5:00 PM at Brentwood Apartelle, Baguio City.
2. Participants to this activity are the Division Office Elementary and Secondary Permanent and SEF Paid Non-Teaching Employees.
3. The objectives of this capability building activity include:
 - a. to enhance, update and upgrade the NTP in their abilities to perform their duties and responsibilities;
 - b. to equip the NTP additional knowledge and technical skills necessary for more effective delivery of services;
 - c. and to promote camaraderie among the community of non-teaching personnel.
4. Each district shall prepare a 3 to 5 minutes presentation either through group singing, dancing or any jolly production for the socialization on the night of January 18, 2017.
5. Attendance to this activity is a must.

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ATTY. AUGUSTIN P. LABAN, III
Officer In-Charge
Schools Division Superintendent

Elma D. Dona
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Chief, School Governance
and Operations Division