



OFFICE OF THE DIVISION OFFICER
BAGUIO CITY

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Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY

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Division Memorandum

No. 512, s. 2018

To: All Elementary and Secondary School Heads
PSDS, SEPS, EPS II, non-teaching personnel

From: **FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V**

Subject: **2ND NATIONAL CONVENTION AND SEMINAR ON LEADERSHIP
IN THE WORKPLACE OF THE DEPARTMENT OF EDUCATION
PARTNERSHIP OF EMPLOYEES AND NON-TEACHING STAFF**

Date: **October 17, 2018**

1. Corollary to DepEd Advisory No. 155, s. 2018; in compliance to DepEd Order No. 8, s. 2013; predicated on the Equal Opportunity Principle of the Civil Service Commission; and cognizant of the donations by the Department of Education-Partnership of Employees and Non-Teaching Staff (DepEd-PENS) to Irisan Elementary School, this Division strongly supports the conduct of the 2nd National Convention and Seminar on Leadership in the Workplace with the theme: Utilizing Leadership skills and Development Potential of Non-teaching Staff for an Improved Workplace and Educational Environment at Baguio Teachers Camp, Baguio City on October 26 to 28, sponsored by the above cited organization.
2. The objectives of this convention are, videlicet: (a) engage participants in understanding the workplace and develop their leadership skills and potentials; (b) unify all educators and participants towards attaining the K to 12 goal through a convention; and (c) help them acquire the necessary skills and knowledge from international settings on developing leadership and opportunities for the learners.
3. The target participants are the non-teaching personnel of the DepEd.
4. Expenses that may incurred in joining the training shall be charged to School MOOE and other local funds sourced out subject to usual budgeting, accounting, and auditing rules and regulations.
5. Immediate and widest dissemination of this Memorandum is highly desired.

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