



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
DIVISION OF BAGUIO CITY  
#82 Military Cut-off Road, Baguio City, 2600



Office of the Superintendent  
Division Memorandum Number 532s.2018


**Capacity Building on Data Management and Basic Customer Service for Drivers and Administrative Aides/Assistants**

TO: CID and SGOD Chief  
District Supervisors  
Schools Heads  
All others concerned

1. Relative to Regional Memorandum 383,2018 ,there will be a Capability Building on Data Management and Basic Customer Service for Drivers and ADA/ADAS which will be on November 20-22,208 at a venue to be announced later.
2. The capability building aims to enhance the competency and skills of the participants on data management and basic customer service to improve their effectiveness and efficiency in the performance of their roles and functions.
3. The participants to the capability –building are as follows:

<b>DRIVERS</b>	<b>ADA/ADAS</b>
JOHN BALDINO	ARNOLD DE VERA
ROBERTO CATAP	GLENN SALINGBAY
BONIFACIO DALAPNAS	AIRAH KAYE D. NARON
	JILLIAN JOY K. CISTER
	ELEONOR GRACE V. BAUTISTA
	BEBSIE H. DIZON
	MARIE LIZA T. BADOL
	BERZON C. BILLY
	ELVIE SALISA
	DJAIZELLE P. DACAY
	ZENY-DEE FELIX
	JENNIFER SAPDOY

4. Immediate dissemination of this memorandum is desired.

  
**FEDERICO P. MARTIN, EdD., CE&D, CESO V**  
Schools Division Superintendent 