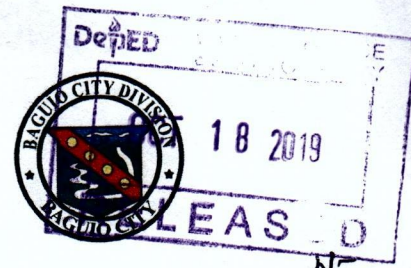




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
82 Military Cut-off, Baguio City  
Tel No.: 442-7819



October 17, 2019

Division Memorandum

No. 538, s., 2019

To: Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
Non-teaching Personnel

**3<sup>rd</sup> National Convention of the Department of Education-Partnership of Employees and Non-teaching Staff**

1. The DepEd-PENS will conduct its 3<sup>rd</sup> National Convention with the theme Exposing Non-Teaching Staff to the Culture of Excellent Customer Service by Introducing Personnel to Effective Strategies towards Attaining Improved Individual Performance from October 25-27, 2019 at the Baguio Teachers Camp, Baguio City.
2. The activity aims to:
  - a. expose non-teaching staff to modern strategies and techniques in order to excel in their own fields of endeavour,
  - b. encourage them to set their individual goals in the office towards the attainment of vision and mission of the office, and
  - c. provide them with assistance to develop new skills and knowledge to improve delivery of services.
3. In line with the invitation of the DepEd-PENS to their 3<sup>rd</sup> National Convention, attached is the list of non-teaching personnel who will join the activity. For those who are not in the list and would want to join, kindly contact Khaju Fedcheck at 09560878943/09981986016 until October 23, 2019.
5. Locally Paid Non-teaching staff participants are allowed to attend on Official Business and registration fee of 2,000.00 be charged against LGU/SEF funds, while the regular plantilla position non-teaching staff participants will attend on Official Time only.
4. For participants from SDO Baguio, a registration fee of Two Thousand Pesos (P2,000.00) shall be charged to each participant to cover meals, training kits and honoraria of speakers.
5. Immediate dissemination of this Memorandum is desired.

**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent

GVNHS/ACCTG/KLPF

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**LIST OF PARTICIPANTS FOR DEPED-PENS 3<sup>RD</sup> NATIONAL CONVENTION  
OCTOBER 25-27, 2019, TEACHERS CAMP, BAGUIO CITY**

<b>Name of Participant</b>	<b>Station / Place of Assignment</b>
1. Honeylette C. Engngeg	Division Office
2. Marie Liza T. Badol	Division Office
3. Elaiza Shane Acuña	Division Office
4. Zeny Dee F. Aglasi	Division Office
5. Bebsie H. Dizon	Division Office
6. Aiza B. Alban	Division Office
7. Haydee Yorie B. Dumaran	Division Office
8. Nemhel Escobar	Magsaysay NHS
9. Sharmaine S. Visperas	Guisad Valley NHS
10. Augie Pearl Simangan	Roxas NHS
11. Jillian Joy K. Cister	Guisad Valley NHS
12. Bonnah D. Fagyan	BCNSHS (Stand Alone)
13. Kitchie Flores	Sto. Tomas NHS
14. Marife Cachero	San Vicente NHS