



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**

October 13, 2021

DIVISION MEMORANDUM  
No. 263, s. 2021

**WEBINAR ON EMPOWERING NON-TEACHING EMPLOYEES  
THROUGH LEGAL WELLNESS AND EFFECTIVE COMMUNICATION  
FOR RESILIENT, ACCOUNTABLE AND SUSTAINABLE PUBLIC  
SERVICE**

TO: All Non-Teaching Employees  
All Others Concerned

1. This is to announce to the field that there will be a webinar for all male and female non-teaching employees on **October 15, 18, and 19, 2021 from 8:00 AM-12:00 noon** via zoom platform. The link will be sent through the Baguio City Public Schools Non-Teaching Employees Association (BCPSNTEA) group chat on October 14, 2021. Kindly log-in 15 minutes before 8:00 AM.
2. The objective of this activity is to empower non-teaching employees through legal wellness and effective communication for resilient, accountable and sustainable public service.
3. The participants are all male and female non-teaching employees of DepEd Baguio City. Participants are advised to **use laptop** to be able to participate during the workshops. Participants are reminded to ensure strong internet activity throughout the duration of the webinar to maximize learning. Immediate heads of the non-teaching personnel shall exercise utmost consideration to allow the later attend the three-day webinar.
4. Issuance of Certificates of Participation shall be subject to strict compliance to attendance.
5. Immediate and widest dissemination of this memorandum is desired.

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent

SGOD-HRDS/acs



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City  
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: [depedbaguioicity@gmail.com](mailto:depedbaguioicity@gmail.com)  
Website: [www.depcdpines.com](http://www.depcdpines.com) | Facebook Page: [facebook.com/DepcdTayoBaguioCity](https://facebook.com/DepcdTayoBaguioCity)



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