

Republic of the Philippines
CORDILLERA ADMINISTRATIVE REGION
DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OFFICE-Ifugao
Lagawe

MEMORANDUM - -

No. 23 s.2018

TO : All School Heads
Elementary and Secondary
All Others Concerned

FROM : FELIPE L. BALLITOC
OIC-Schools Division Superintendent

DATE : January 23, 2018

SUBJECT: CAPABILITY BUILDING SEMINAR FOR NEWLY HIRED
ADMINISTRATIVE ASSISTANTS/AIDES

1. A three-day capability building seminar for newly hired Administrative Assistants/Aides for Schools Division Offices and Regional Office will be conducted in two batches at Hotelinda Suites, Vigan, Ilocos Sur, on January 29-February 1, 2018 and on February 6-9, 2018.
2. The seminar aims to orient and capacitate newly hired Administrative Assistants/Aides on administrative and Human Resource functions/concerns.
3. Board and lodging of participants and other related expenses for the conduct of the seminar shall be charged against HRDD funds. First meal to be served is dinner on January 29, 2018 and last meal to be served will be PM snacks of February 1, 2018. Travel expenses of participants shall be charged against school and Division funds.
4. Attached are the names of participants to this seminar.
5. Please be guided accordingly.

