



August 19, 2016


**DIVISION MEMORANDUM**

No. 01, s. 2016

**DIVISION CAPABILITY BUILDING OF OFFICE PERSONNEL**

TO: Assistant Schools Division Superintendent  
OIC, Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Education Program Supervisors  
Education Program Specialists  
All Concerned

1. As part of the Human Resource Development's goal to provide quality intervention to continuously update office personnel of the 21<sup>st</sup> century skills, this division will hold the capability building of office personnel from August 13, 2016 until all the succeeding eight Saturdays thereafter at the Division Library Hub, Trece Martires City from 8:00 to 5:00 p.m.
2. The training program aims to:
  - a. equip the office personnel with the important know- hows that will help them effectively carry out their duties and responsibilities;
  - b. contextualize their specific job objectives relative to their KRA;
  - c. exemplify their redefined individual and team roles; and
  - d. identify areas of empowerment/ improvement as responsible public servants.
3. Participants to this training program are the office staff of the different departments in the Division office. Expenses relevant to the training will be charged against local funds to cover expenses for learning modules, honoraria for the Trainers, food, and other materials and is subject to usual accounting and auditing rules.
4. All participants are required to pre-register at the Cashier's Section of the Division Office on or before August 12, 2016.
5. Immediate dissemination of and strict compliance to this Memorandum is desired.

  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

**I. Program Management Committee**

**EXECUTIVE COMMITTEE**

**CHERRYLOU D. DE MESA**

OIC, Schools Division Superintendent

**EDITHA M. ATENDIDO**

Asst. Schools Division Superintendent

**ELIAS A. ALICAYA JR.**

OIC, Asst. Schools Division Superintendent  
Chief, School Governance and Operations Division

**ELPIDIA B. BERGADO**

Chief, Curriculum Implementation Division

**WORKING COMMITTEE**

Certificates	<b>LORENA L. ARCA</b> <i>Senior Educ. Program Specialist- HRTD</i>
Program	<b>GINA B. DULCE</b> <i>Education Program Specialist II- HRTD</i>
Food	<b>ALLAIN B. ALVAREZ</b> <i>Senior Educ. Program Specialist- M&amp;E</i>
Documentation	<b>OFELIA B. ARVISU</b> <i>PSDS</i>
Registration	<b>JAY P. FULVADORA</b> <i>ADA- III</i>
Technical	<b>ROMNICK CUACHIN</b> <i>ADA III</i> <b>MARIO O. ULANIMO</b> <i>ADA 1</i>