



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

10 October 2024

DIVISION MEMORANDUM

No. 392 s. 2024

**TO : All SDO Functional Division Chiefs
All Others Concerned**

**ATTENDANCE TO THE CONDUCT OF PROFESSIONAL DEVELOPMENT
ACTIVITIES FOR NON-TEACHING PERSONNEL**

1. Pursuant to RM No. 707, s. 2024 entitled "Conduct of Professional Development Activities for Non-Teaching Personnel" the following SDO Personnel are requested to attend the scheduled seminars and must comply with the required accomplishments to be submitted after their attendance to the said training, to wit:

NAME	TITLE OF TRAINING	SCHEDULE
Welda Leizl P. Buslig ***Newly promoted/ hired Non-Teaching section/ unit head	Supervisory Development Course and Project Planning & Implementation	December 2-4, 2024
Catherine M. Badong ***NT Personnel nominated the SDOs with target innovation project	Innovation and ICT Skills	November 13-15, 2024
Clifford Kaysonne M. Rivera Mark Christian Buduan ***Newly Hired NT Personnel without any Communication Skills Training	Communications Skills Training (Stage 1)	October 15-17, 2024
Maureen Martinez ***NT Personnel from Finance Unit	Management and Reporting	November 19-21, 2024

2. For your information and compliance.

For the authority of the
Schools Division Superintendent

JAN NOWEL E. PEÑA
OIC Asst. Schools Division Superintendent

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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