



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



04 November 2019

DIVISION MEMORANDUM

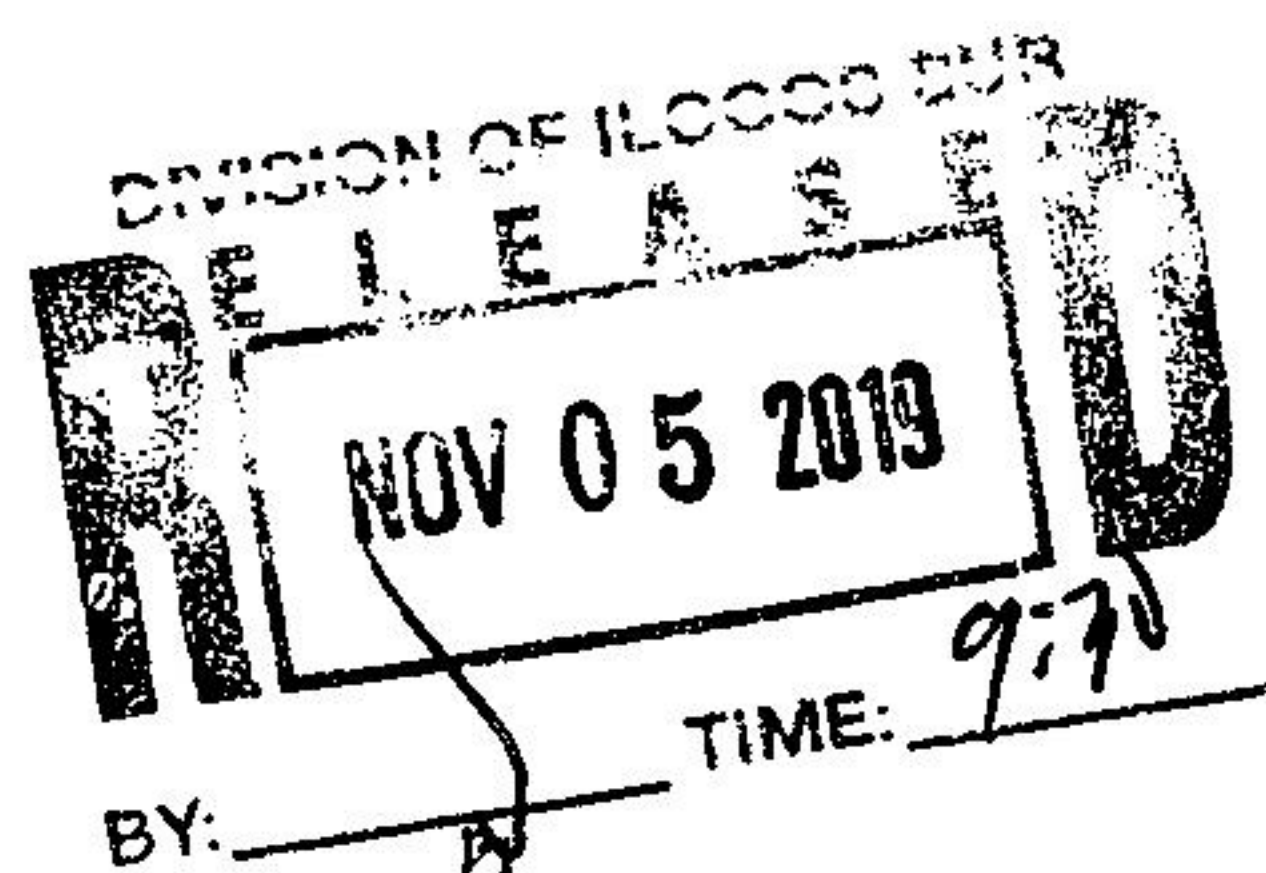
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ENHANCEMENT TRAINING FOR NON-TEACHING PERSONNEL

To: OIC-ASDS
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads
Non-Teaching Personnel
All Others Concerned

1. To update and enhance the communication skills and capabilities of non-teaching personnel, the Department of Education Schools Division of Ilocos Sur shall conduct an Enhancement Training for Non-Teaching Personnel on November 29, 2019 (*venue to be announced in a separate advisory*).
2. Participants to the said activity are permanent/regular non-teaching personnel in the SDO, elementary, secondary and senior high schools with Salary Grade (SG) 1 to 9. They are advised to register at the link **deped.in/ETNTP**.
3. Venue rental, lunch and snacks shall be charged against 2019 HRTD Funds while transportation expenses of participants shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
4. For information, guidance and attendance of all concerned is required.


JORGE M. REINANTE, CSEE, CEO VI, CESO V
Schools Division Superintendent



To be indicated in the Perpetual Index
Under the following subjects:

Non-Teaching Personnel

Enhancement Training

