



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

28 FEB 2024

DIVISION MEMORANDUM

NO. 0174 s. 2024

**3 – DAY LIVE IN GENDER RESPONSIVE CAPACITY DEVELOPMENT
SEMINAR CUM INDIVIDUAL PERFORMANCE REVIEW, CY 2024
TARGET SETTING AND TEAM BUILDING FOR HRMU AND
ADMINISTRATIVE DIVISION PERSONNEL**

TO: Assistant Schools Division Superintendent
Division Chiefs
Public School District Supervisors/District In-Charge
Public Elementary/Secondary School Heads
All Others Concerned

1. This Office announces the conduct of **3 – Day Live in Gender Responsive Capacity Development Seminar Cum Individual Performance Review, CY 2024 Target Setting and Team Building for HRMU and Administrative Division Personnel** on **February 29 – March 2, 2024** at **Plaza Maria Suites Inn, Dumaguete City**.
2. This activity aims to:
 - a. empower HRMU and Administrative Office personnel to work together and continue building harmonious atmosphere in the workplace,
 - b. promote employees' mental and psychosocial health,
 - c. foster innovation and creativity through team management, and
 - d. carry out inspiring and engaging performance review.
3. Participants of the said seminar are HRMU and Administrative Office Personnel.



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644



Deped Tayo SDS Negros Oriental

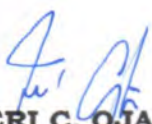


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4. Meals (breakfast, lunch & dinner), 2 snacks and lodging are chargeable against 2024 GAD fund while traveling and other incidental expenses incurred will be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
5. This memorandum serves as a **TRAVEL ORDER**.
6. For information and guidance.


NERI C. OJASTRO, EdD, CESO V
Schools Division Superintendent
2/28/24

NCO/RAV/AdsA/LBY/jad
February 28, 2024



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