



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

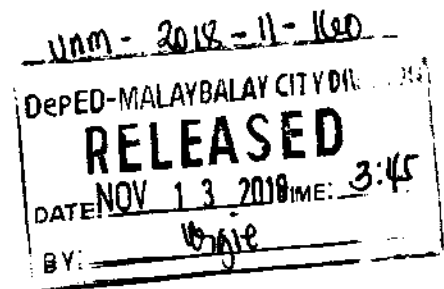
MEMORANDUM

TO: **EVANGELINE BAHIAN** - ADAS III
LOURENIL LIM - ADAS III
SALVE ANNA JENNELYN A. QUIJANO - ADAS III
LIEZL JANE L. PADRONES - ADA VI
AMORELLE FAITH P. GO - ADA VI
SHELLA NOVIE A. CANSON - ADAS I
JOHN F. DAGUINOTAS - ADA I
ANAVELLA V. RIVERA - JOB ORDER
JADE GRACE C. CABAÑELEZ - JOB ORDER

FROM: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

Date: November 12, 2018

Re: **PARTICIPATION TO THE TRAINING PROGRAM ON CAPACITY BUILDING FOR SCHOOL NON-TEACHING PERSONNEL**



You are hereby directed to participate the Training Program on Capacity Building for School Non-Teaching Personnel on November 15-16 & 19, 2018 at the Loiza's Pavilion, Casiang, Malaybalay City. It is designed to enhance and develop the skills on basic customer service, 5S good housekeeping, records management and team building which will increase satisfaction and improve public service.

For queries, please contact Florabelle R. Porras, AO-IV at (088) 314-0094.

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TO BE POSTED IN THE DIVISION WEBSITE