



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

DM-2020-01-29
10/1/2020
i.d.

DIVISION MEMORANDUM

No. 29 s. 2020

TO: Dayanara O. Adajar
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FROM: VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent

DATE: January 20, 2020

SUBJECT: PARTICIPATION TO THE CAPABILITY BUILDING FOR NON-TEACHING
EMPLOYEES IN SCHOOLS

1. In line with the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) provides the importance of the four (4) core systems which includes Learning and Development, Performance Management, among others.
2. The Capability Building for Non-Teaching Employees in the Schools is a 2-day activity which focuses on enhancing their competencies, knowledge and skills on February 5-6, 2020 at Sophie Red Hotel, Jasaan Misamis Oriental.
3. Transportation and incidental expenses of the Division Personnel shall be charged against MOOE while participants from school shall be charged to School MOOE, subject to the usual accounting and auditing rules and regulations.
4. For information, guidance and compliance.

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Records Unit

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TO BE POSTED IN THE DIVISION WEBSITE