Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 544 s. 2024

November 7, 2024

DIVISION CAPACITY BUILDING OF NON-TEACHING PERSONNEL

To: **Assistant Schools Division Superintendent**
Chiefs, CID and SGOD
Public Schools District Supervisors/OIC PSDS
School Heads of Elementary and Secondary Schools
All Others Concerned

1. This Office announces the conduct of a capacity building activity for all non-teaching personnel of DepEd Division of Bohol at the Bohol Cultural Center, Tagbilaran City on November 19, 2024.

2. Recognizing the wide range of responsibilities that non-teaching personnel fulfill in schools/district/division offices and the different challenges of the demands of their work, this activity aims to:
   a.) Create a mindful worker
   b.) Promote positive work culture
   c.) Develop teamwork, collaboration and camaraderie among non-teaching personnel of the division.

3. In view of the above, all non-teaching personnel are required and encouraged to attend the activity. A registration fee of P600.00 per participant shall be collected. Registration of School-based non-teaching personnel and personnel with school Plantilla items, shall be deducted/charged against their school MOOE for December 2024. Registration of Division Personnel with division Plantilla items shall be charged to division funds.

4. The registration fee will cover payment of venue, AM & PM Snacks and Lunch of the participants. Registration will start at 8:00 A.M and activity will start at 9:00 A.M. and end at 5:00 P.M.

5. Daily Travel Expenses (DTE) incurred by participants from the field shall be chargeable to school MOOE/local funds.

6. All participants are advised to wear decent attire for the day.

7. To accurately account for the participants (non-teaching personnel) in schools, kindly fill-in the online link provided not later than November 11, 2024. This will be sent through Group chats.

8. For immediate dissemination and compliance of all concerned.

CASIANA P. CABERTE PhD., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent