



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Capitol Compound, Sorsogon



DIVISION MEMORANDUM

NO. 46, 2019

DIVISION MEETING OF SENIOR HIGH SCHOOL'S ADMINISTRATIVE OFFICER II

To: SHS Administrative Officer II

1. As preparatory activity to the conduct of the Re-Orientation and Preparation of Training Design for 2019 of Non-Teaching Personnel, this office is inviting all Administrative Office II to the one-day meeting to be undertaken on March 1, 2019, 8:00 am, at the SDO Conference Hall, Capitol Compound, Sorsogon City.
2. This meeting aims to organize the group, and be able to determine the training needs of the Non-Teaching Personnel in the Implementing Units.
3. Participants are advised to bring laptop for the proposals as output.
4. Actual cost of transportation, meals and other incidental expenses of this activity are chargeable against school MOOE subject to the usual accounting and auditing rules and regulation.
5. Dissemination of this Memorandum is earnestly enjoined.

FLORENCIO P. BERMUNDO
SGOD CHIEF