DIVISION MEMORANDUM
No. [Il 1] s. 2019

ONE DAY TRAINING FOR SECONDARY SCHOOL HEADS ON EFFICIENT HUMAN RELATIONS MANAGEMENT

To: Assistant Schools Division Superintendent
    Chief, SGOD & CID
    Secondary School Principals
    OICs/TICs

1. The Sorsogon Association of Public Secondary School Heads Incorporated (SAPSSHI) in coordination with the SDO Sorsogon, will sponsor a one-day human relations management for school principals, OICs, and TICs on July 09, 2019 at Fernando 168 BISTRO, Sorsogon City.

2. The training aims as follows:
   2.1 Capacitate schools heads of latest strategies that enable them to efficiently manage personnel and stakeholders;
   2.2 Showcase Continuous Improvement (CI) programs and policies that impact on the performance of concerned schools along human relations management;
   2.3 Forge mutual camaraderie among school heads through unstructured mentoring based on real-life experiences of seasoned school heads.

3. Expected participants to this whole-day affair are Principals, Officers-in-Charge and Teachers-in-Charge. NO PROXY IS ALLOWED.

4. Transportation, food and other incidental expenses shall be charged to local/MOOE funds subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of this Memorandum to all concerned is earnestly desired.

[Signature]

LOIDA N. NIDEA, Ed. D., CESO V
Schools Division Superintendent