



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

School Governance and Operations Division

November 6, 2023

DIVISION MEMORANDUM

No. 242, s. 2023

**DIVISION TRAINING ON FRONTLINE SERVICE AND RECORDS
MANAGEMENT FOR NON-TEACHING PERSONNEL OF SDO SORSOGON**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/ OIC PSDSs
Elementary and Secondary School Heads
Functional Area Heads
All Others Concerned

1. This Office through the School Governance and Operations Division will conduct the Division Training of Frontline Service and Records Management for Non-Teaching Personnel of SDO Sorsogon on December 14 – 15, 2023 at a venue to be announced through a separate advisory.
2. The main objective of this activity is to assist all concerned personnel in addressing their development needs as reflected in the Part IV of 2022 IPCRF specifically on frontline services and records management.
3. Participants in this training are the Administrative Officer II of all schools, frontline service employees of SDO Sorsogon, functional area heads and resource persons.
4. Expenses relative to the conduct of this activity shall be charged to local fund/MOOE/ 2023 OPDNTP Fund subject to the usual accounting and auditing rules and regulation.



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5. Widest dissemination of and compliance with this Memorandum are enjoined.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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