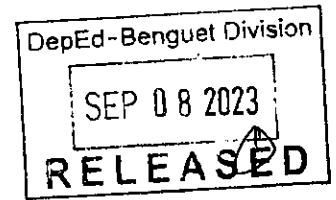




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



September 5, 2023

DIVISION MEMORANDUM
No. 319 s.2023

**CONDUCT OF CAPACITY BUILDING FOR HUMAN RESOURCE MERIT
PROMOTION AND SELECTION BOARD (HRMPSB) AND PERSONNEL SECTION**

TO: OIC - Assistant Schools Division Superintendent
HRMPSB Members
Personnel Section
All Others Concerned

1. The Department of Education (DepEd) strongly supports capacity building activities that are meant to enhance the knowledge and skills of the teaching and non-teaching personnel to ensure a more effective and efficient delivery of basic education services.
2. With the turnover of processes, the personnel selected and trained to handle specific tasks and functions at the start may no longer be the same personnel functioning as such. It is relative to this fact that the HRMPSB and Personnel Section will conduct this Capacity Building Activity on September 26 to 29, 2023 at a venue to be announced through a subsequent memorandum.
3. At the end of the activity, the participants would have been able to:
 - a. Arrive at harmonized agreements on the conduct of document assessment with specific reference to DepEd Order 7, s.2023
 - b. Achieve enlightenment on rules and guidelines relative to personnel matters; and
 - c. Develop efficient processes or mechanisms and always ensure client satisfaction.
4. Enjoined to attend the capacity building activity are as follows:

Names of Personnel	
Carmel F. Meris	OIC- ASDS
Maricel S. Codindim	AO IV
Lucio B. Alawas	CES - SGOD
Daniel D. Peredo	SP II
Melvin L. Alfredo	AO IV
Nadia G. Ossic	AO II





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Shiela Marie L. Ocampo	AdAs III
Jenny S. Taquio	AdAs III
Janelle Sibayan	AdAs III
Marty Deion T. Estacio	AdAs III
Sheler P. Ramos	AdAs III
Filame P. Guilanda	AdA VI
Nelian Joy Magciano	AñA VI

5. Meals, accommodation and transportation of the participants, training supplies and materials shall be charged against the Division MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of and strict compliance with this Memorandum is desired.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

OSDS/SLBU/cfm/smlb



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ITAHANAN
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