



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

DepEd-Benguet Division
 JAN 23 2025
RELEASED

21 Jan 2025

DIVISION MEMORANDUM

No. 33,52025

TO: Office of the Schools Division Superintendent
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

SUBJECT: **REGISTRATION FOR THE 2025 PROFESSIONAL DEVELOPMENT INTERVENTIONS FOR NON-TEACHING PERSONNEL**

1. Non-teaching personnel serve diverse functions, from administrative tasks to maintaining infrastructure and providing crucial support services. The dynamic nature of these roles requires individuals to stay abreast of technological advancements, regulatory changes, and best practices in their respective fields. Continuing education ensures that non-teaching staff remain competent, adaptable, and capable of contributing to the department's mission. Therefore, the conduct of this 2025 Professional development Interventions for Non-Teaching Personnel.
2. This professional development program aims to achieve the following:
 - a. To provide opportunity for non-teaching staff to further their professional skills and/or qualifications;
 - b. To develop their awareness, knowledge, and skills in current educational and support practices; and
 - c. To introduce socio, emotional, and mental wellness for well balanced self and work productivity.
3. Non-teaching field employees are encouraged to register thru this link https://blt.ly/2025_NTPD_1 until slots are filled. Only choose one schedule that corresponds to your current position or designation. This also serves as your confirmation and commitment to attend the training program on the indicated dates.

| Batch | Participants (Position / Designation) | Expected Number of pax | Schedule |
|---------|--|---------------------------|-------------------|
| Batch 1 | Project Development Officers (field) | 15 pax | March 12-14, 2025 |
| | Guidance Counselors and Designates | 15 pax | |
| | Registrars | 5 pax | |
| | Administrative Officer IV (field) | 5 pax | |

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|---------|-----------------------------------|--------|-------------------|
| Batch 2 | Administrative Officer II (field) | 80 pax | March 19-21, 2025 |
| Batch 3 | Administrative Officer II (field) | 80 pax | April 9-11, 2025 |
| Batch 4 | Administrative Assistants (field) | 80 pax | April 7-8, 2025 |

4. The issuance of another Division Memo containing specific details on venue and matrix will follow once the list of participants is complete.
5. For questions and clarifications, you may refer it to Xylene Grail Kinornis of the Human Resource Development Section.
6. Immediate dissemination of this memorandum is highly directed.



ESTELA P. LEON - CARIÑO EdD, CESO III
Regional Director and *Ad*
Concurrent Officer In-Charge
Office of the Schools Division Superintendent

SGOD/LBA/hrds/xdk