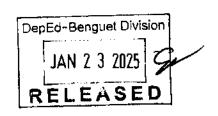


Department of Education

Cordillera Administrative Region Schools Division of Benguet



21 Jan 2025

DIVISION MEMORANDUM

No. <u>33,</u> ડર૦૨૬

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://bit.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	
	Guidance Counselors and	15 pax	
	Designates	_	March 12-14, 2025
	Registrars	5 pax	
	Administrative Officer IV (field)	5 pax	

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 Kinomis 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 And Concurrent Officer In-Charge Office of the Schools Division Superintendent

SGOD/LBA/hrds/xdk