



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

09 October 2026

DIVISION MEMORANDUM

No. 430, s. 2026



To: Public Schools District Supervisor
Public Elementary and Secondary School Heads) **Mankayan District**
Non-Teaching Personnel
All others Concerned

**PARTICIPATION OF NON-TEACHING PERSONNEL OF MANKAYAN DISTRICT
TO A CAPACITY BUILDING ACTIVITY**

1. Mankayan District announces the participation of identified non-teaching personnel in the **"Capacity Building on Personnel Administration, Human Resource, Payroll, Procurement, Ethics, and Team Building"** on October 14-16, 2026 at Palatong Elementary School, Tabio, Mankayan, Benguet.
2. The activity aims to enhance the knowledge, skills, and competencies of non-teaching personnel in the areas of personnel administration, human resource management, payroll, procurement, and ethical standards to strengthen efficiency, accountability, professionalism, and teamwork for effective and quality delivery of services of public schools within Mankayan District.
3. Participants are required to pay a registration fee of **One Thousand Five Hundred Pesos (1,500.00)**, to cover lunch and AM & PM snacks and training materials, charged to School MOOE subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and strict compliance with this memorandum are hereby enjoined.

CARMEL F. MERIS

OIC-Schools Division Superintendent

For the OIC-Schools Division Superintendent

NOVER KEITHLEY S. MENTE

OIC-Assistant Schools Division
Superintendent