DIVISION MEMORANDUM
No. KDE-0178, series of 2017

HEALTH AND SAFETY TRAINING CUM CAPACITY BUILDING FOR ESSD STAFF AND DIVISION COORDINATORS (ASP/BE, DRRM, SBFP, YOUTH FORMATION, CAREER GUIDANCE AND ENGINEERS)

TO: HAZEL MARIE ESCABILLAS, Nurse II-Division SBFP Coordinator
    HELEN FRANCONAS, Engineer III
    REYZEN MONSERATE, PDO II-Division DRRM Coordinator
    ROFELIA DE MESA, Division Guidance Coordinator
    JULIE ANNE POSADAS, PDO I-Division Youth Formation Coordinator
    JOSE ISRAEL MARAVILLES, PDO I-Division Youth Formation Coordinator

1. You are hereby directed to attend the Health and Safety Training cum Capacity Building for ESSD on December 1 Staff and Division Coordinators (ASP/BE, DRRM, SBFP, Youth Formation, Career Guidance and Engineers) to be held at the Pinnacle Hotel, Sta. Ana Avenue, Davao City on December 27-29, 2017.

2. Participants are expected to prepare a 3-5 minute presentation of accomplishments, issues and concerns, and recommendations (soft and printed copy).

3. Attached is the list of participants to the said activity.

4. Foods and accommodation will be charged to the Regional Office while transportsations and other expenses are chargeable against local funds subject to the existing accounting and auditing rules and regulations.

5. For your information, guidance and compliance.

Winnie E. Batong, EdD
Officer in Charge
Office of the Schools Division Superintendent

Encls: List of Participants
References: DepEd Regional Memorandum
To be indicated in the Perpetual Index under the following subjects:

SUBJECT: Health and Safety Training cum Capacity Building for ESSD Staff and Division Coordinators

22 December 2017