



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



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## MEMORANDUM

**TO :** OSDS Personnel (SDS, ASDS, Administrative, Records & Personnel, Budget & Finance, Cash & Supply)  
Schools' Non-Teaching Personnel (performing administrative-related functions and finance)

**FROM :** NERI C. OJASTRO, Ed.D., CESE  
OIC, Schools Division Superintendent

**SUBJECT :** ORIENTATION/RE-ORIENTATION OF NON-TEACHING PERSONNEL ON EFFECTIVE AND RESPONSIVE PUBLIC SERVANTS


**DATE :** September 26, 2019

To continuously improve the delivery of services and to better serve our stakeholders, this Office will conduct an **Orientation/Reorientation of Non-Teaching Personnel on Effective and Responsive Public Servants** on October 1-2, 2019 at **Dumaluan Beach Resort, Panglao, Bohol**.

Participants to this activity are the personnel under the Office of Schools Division Superintendent (OSDS), which includes SDS, ASDS, Administrative Unit, Records and Personnel Section, Budget and Finance Section, Cash and Supply Section and schools' non-teaching personnel performing administrative and administrative-related functions and finance.

Expenses relative to this activity shall be chargeable against HRTD Funds. The activity will start at **8:00 o'clock in the morning**.

For your information, guidance and compliance

*For:*   
NERI C. OJASTRO, Ed.D., CESE  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent  
oic 9/26/19

