



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

MLA-2021-OSDS- AD

TO : **CHIEFS, HEADS OF SECTION/UNIT
ALL DIVISION OFFICE PERSONNEL (REGULAR PERMANENT)**

FROM : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent

SUBJECT : **DEPED NEU-TAGBILARAN DIVISION CONGRESS AND CAPABILITY
BUILDING OF DIVISION OFFICE NON-TEACHING PERSONNEL**

DATE : October 25, 2021

1. This Office announces the conduct of DepEd National Employees Union (NEU) Division Congress and Capability Building of Division Office Non-Teaching Personnel this coming November 11-12, 2021. Venue is still to be determined.
2. This activity aims to: a) capacitate non-teaching personnel in the Division Office; b) promote moral, social and economic well-being; c) protect and uphold our individual and collective rights, as well as foster harmonious and progressive labor management relations.
3. Participants to this activity are the DepEd NEU-Tagbilaran Officers, program management team and regular permanent non-teaching personnel in the Division Office only;
4. All participants must observe the standard health protocols set by the Department of Health and IATF such as social distancing and wearing of face masks and face shields.
5. All expenses relative to this activity shall be charged against Division MOOE/Local Funds, subject to the usual auditing and accounting rules and regulations.
6. Immediate dissemination of this Memorandum is desired.