



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City



February 17, 2017

DIVISION MEMORANDUM

No. 32, s. 2017

**COMPETENCY AND SKILLS ENHANCEMENT SEMINAR-WORKSHOP
FOR ADMINISTRATIVE SUPPORT PERSONNEL**

To: Secondary and Integrated School Heads
Division Personnel

1. The Division of Capiz will hold a Seminar-Workshop on Competency and Skills Enhancement for Administrative and Support Personnel on February 22, 2017 at the Division Multi-Purpose Hall, Banica, Roxas City.
2. This seminar-workshop aims to:
 - a. orient/train participants on clerical competence, record filing, document tracking, physical resources management and inventory; and
 - b. develop awareness on the principles, policies, procedures and technological competencies involved in office administration.
3. The participants of this seminar-workshop are the newly-hired Senior High School Administrative Assistant II. Those qualified applicants included in the ranklist for ADAS II position may also attend this seminar-workshop.
4. A registration fee of **Seventy-five Pesos (PhP75.00)** shall be charged from each qualified ADAs II applicant to defray expenses for food while that of the newly-hired Senior High School Administrative Assistant II and Division personnel shall be charged to the division INSET Funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.

MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent *MA*