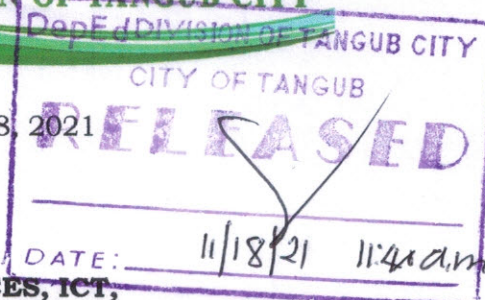




November 18, 2021



**DIVISION MEMORANDUM**  
 No. 341, s. 2021

**TRAINING ON ADMINISTRATIVE SERVICES, ICT,  
 PROPERTY AND SUPPLY MANAGEMENT AND FINANCE  
 PROGRAM IMPLEMENTATION REVIEW**

To:

Curriculum Implementation Division (CID)  
 School Governance and Operations Division (SGOD)  
 District In-Charge  
 Elementary and Secondary School Heads  
 Administrative Assistants  
 This Division

- For efficient delivery of services to our clients, the Division of Tangub City will conduct a training on Administrative Services, ICT, Property and Supply Management and Finance Program Basis Review on November 22-23, 2021.
- This activity aims to upskill both teaching and non-teaching personnel in managing the property and supply in the schools, know the new guidelines set by the Civil Service Commission, equip participants with the basic skills in utilizing, and designing online e-learning instructional tools.
- Below are the participants with their corresponding schedule and link for the said virtual activity.

	<b>Participants</b>	<b>Time</b>	<b>Link</b>
Day 1	School Heads and Administrative Assistant	8:00am-5:00pm	<a href="https://bit.ly/depedtangub2021">https://bit.ly/depedtangub2021</a>
Day 2	School Property Custodian and School ICT Coordinators	8:00am-5:00pm	<a href="https://bit.ly/depedtangub2021">https://bit.ly/depedtangub2021</a>

- Meals, snacks, materials and other related materials are chargeable against HRTD funds subject to usual accounting rules and regulations.
- Immediate and wide dissemination of this Memorandum is enjoined.

**AGUSTINES E. CEPE, CESO V**  
 Schools Division Superintendent

