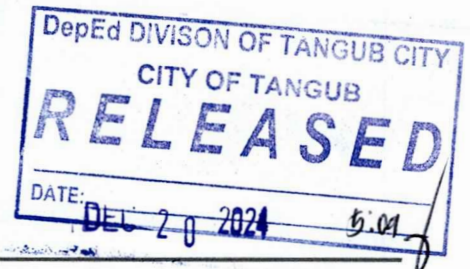




Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



December 14, 2024

**DIVISION MEMORANDUM**

No. 418, s. 2024

**PROFESSIONAL DEVELOPMENT FOR NON-TEACHING PERSONNEL  
 THROUGH JOB EMBEDDED LEARNING**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID and SGOD)  
 Education Program Supervisors  
 Public School District In-Charges  
 Public Elementary and Secondary School Heads  
 Public Elementary and Secondary School Teachers  
 All Others Concerned  
 This Division

1. Relative to DM-OUHROD-2024-1500, titled Organizational Professional Development for Non-Teaching Personnel for FY 2024, this Office informs the field for the Conduct **Professional Development for Non-teaching Personnel through Job Embedded Learning** on December 26, 27, 30, 2024 at the Choylen's Grill from 8:00 am to 5:00 pm.
2. This workshop aims to:
  - a. Revisit office functions (Ver. 3) and job descriptions (Ver. 2) of the Division personnel;
  - b. Give employees with insights and directions as far as office functions and job descriptions are concerns, and
  - c. Facilitate in enhancing individual Work Plan based on Office Functions' KRAs.
3. Meals/snacks, training materials and other related expenses for this activity shall be charged against 2024 OPNDTP Fund subject to the usual accounting and auditing rules and regulations.
4. The participants are:
  - a. Non-Teaching Section Heads
  - b. Administrative Aides
  - c. Administrative Assistants
  - d. Administrative Officers II
5. Immediate and widest dissemination of this Memorandum is desired.

**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
 Schools Division Superintendent



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