

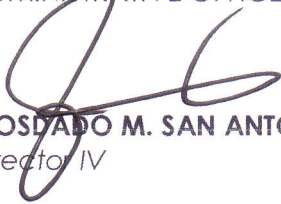


Republic of the Philippines  
Department of Education  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal



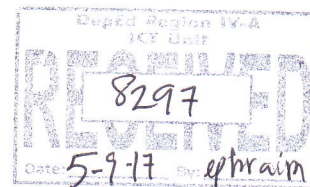
DEPED-4A-RM-08-17- 239

**TO** : ALL SCHOOLS DIVISION SUPERINTENDENT  
ADMINISTRATIVE OFFICER V (SDO PROPER)  
ADMINISTRATIVE OFFICER IV (HRMO-SDO PROPER)

**FROM** :   
**DIOSDADO M. SAN ANTONIO**  
Director IV

**SUBJECT** : ENHANCEMENT SEMINAR FOR SCHOOLS DIVISION OFFICE  
ADMINISTRATIVE OFFICERS V AND HUMAN RESOURCE MANAGEMENT  
OFFICERS

**DATE** : MAY 8, 2017



To strengthen the frontline education services in the Department of Education, Region IV-CALABARZON, the Regional Office will conduct a three-day seminar to capacitate, enhance and/or update the knowledge and skills of the Administrative Officers V and Administrative Offices IV (HRMOs) in the Schools Division Office, for them to be able to provide efficient, effective and responsive delivery of basic education services to the schools and other stakeholders.

In this regard, please be informed that this will be held on May 16-18, 2017 at NEAP, Malvar, Batangas.

Participants to this 3-day activity are the following:

- 1 pax- SDO Administrative Officer V
- 1 pax- SDO Administrative Officer IV (HRMOs)

Please submit the names of the participant to the Administrative Division thru Ms. Meliza G. Liporada at [meliza.liporada@deped.gov.ph](mailto:meliza.liporada@deped.gov.ph). In the event that the confirmed participants will not be able to attend, the concerned SDO must assign someone with comparable capacity to attend.

Transportation and other incidental expenses of participant shall be charged against local funds subject to the usual government accounting and auditing rules and regulations.

Immediate dissemination of this memorandum is earnestly desired.

