



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF ANGELES CITY

RELEASED

DEC 05 2019

December 5, 2019

**DIVISION MEMORANDUM**

No. SOD S. 2019

**ADDENDUM TO DIVISION MEMORANDUM No. 489 s. 2019  
(CAPACITY BUILDING FOR THE NEWLY HIRED NON-TEACHING PERSONNEL AND  
ADMINISTRATIVE ASSISTANTS)**

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance Operations Division  
Heads of Public Elementary and Secondary Schools

1. Relative to the Division Memorandum No. 489 s. 2019 (Capacity Building for the Newly Hired Non- Teaching Personnel and Administrative Assistants) the schedule of the said activity is from 8:30 A.M. to 5:00 P.M. On the first day, everyone is expected to be at the venue at 7:30 A.M. for the registration and distribution of training kits while the opening program will start at exactly 8:30 A.M.
2. Likewise, participants are advised to bring laptop and extension cord on **December 11, 2019**
3. Immediate dissemination of this Memorandum is earnestly desired.

**MARIA IRELYN P. TAMAYO PhD, CESE**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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