



Republic of the Philippines
Department of Education
Region III
Division of Nueva Ecija



April 22, 2015

Division Memorandum
No. 40 s., 2015

TO: Public Schools District Supervisor
Secondary School Principals/OICs/TICs
Elementary School Principals/OICs/TICs
District Liaison Officers
Secondary School Liaison Officers
Newly Hired Employees of SDO

1. Please be informed of the conduct of Leave Administration Course for Effectiveness (LACE) Training and Orientation on HR-related Issues and Concerns which will be held at the Old Capitol Amphitheatre on May 5-6, 2015 from 8:00 AM to 5:00 PM.
2. The training specifically aims to assist liaison officers and school heads in the computation of leaves of school personnel as well as to re-orient them regarding HR-related matters.
3. Participants to the training are:
 - a. Two representatives from each District – preferably a school head and the Liaison Officer.
 - b. Two representatives from Secondary Schools – preferably a school head and the Liaison Officer
 - c. Newly Hired Employees of the SDO.
4. A registration fee of 550 shall be charged from each participant to cover the expenses for 4 snacks and 2 meals, materials and other miscellaneous expenses chargeable to local funds, subject to usual accounting and auditing regulations.
5. Immediate and wide dissemination of this memorandum is enjoined.

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EDNA SANTOS-ZERRUDO, Ed.D., CESO V
Schools Division Superintendent

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