



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF NUEVA ECIJA
Cabanatuan City

DEPED - NUEVA ECIJA
RELEASED
SEP 08 2016

RECORDS SECTION



Old Capitol Compound, Burgos Avenue, Cabanatuan City 3103

DIVISION MEMORANDUM

No. 240 s. 2016

TO : All Schools Administrative Officers (Junior & Senior High School)
SHS Registrars
Project Development Officers
Administrative Assistants II (Senior High School)

FROM : **RONALDO A. POZON, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: Seminar on RPMS for Non-Teaching Personnel and Personnel Matters
Cum: Oath Taking of Elected Officers - Association of Schools
Administrative Officers and Administrative Assistants II - DepEd Division of
Nueva Ecija

DATE : September 8, 2016

1. The Schools Division Office (SDO) formally announce and invites all concerned to attend and participate in the **Oath Taking of Elected Officers- Association of Schools Administrative Officers and Administrative Assistants II- DepEd Division of Nueva Ecija and Seminars on RPMS for Non-Teaching Personnel and Personnel Matters** on September 30, 2016 to be held at the Dream Water Hotel and Resort, Sto Tomas, Peñaranda Nueva Ecija.

2. The said Seminar aims to;
- Update the participants with the latest implementation of RPMS for non-teaching personnel;
 - To improve the delivery of general support services towards the achievement of quality education; and
 - To facilitate the oath-taking ceremonies of the newly elected officers of this association.

3. Participants to this Seminar & Oath Taking and are:

**Administrative Officers I, II, III, IV (Junior & Senior HS);
SHS Registrars;
Project Development Officers; and
Administrative Assistants II (Senior High School).**

4. Attendance to this activity is on official business. A registration fee of ~~three hundred fifty~~ **pesos (P350.00)** will be charged to each participant to cover expenses on food and accommodation, chargeable against MOOE/Local funds subject to the usual accounting and auditing rules and procedures;
5. Participants to this training are required to wear **office attire**; and
6. Immediate and wide dissemination of this memorandum is enjoined.