



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division Superintendent

09 February 2022

**DIVISION MEMORANDUM**

No. 099 s. 2022

**BALANCING TEAMWORK AND PROFESSIONALISM FOR EFFICIENT CUSTOMER SERVICE: AN ONLINE TRAINING FOR NON-TEACHING PERSONNEL**

To: **Education Program Supervisors**  
**Public Schools District Supervisors/In-Charge**  
**Education Program Specialists**  
**Division Office Section Heads**  
**Elementary and Secondary School Heads**  
**Elementary and Secondary Teachers**  
**Other Selected Employees**  
This Division

1. The Department of Education, as a government agency is committed to the employees continuing professional development for personal and professional growth. It is believed that an employee's personal and professional growth positively impacts organizational development and outcomes. Hence, the DepEd- Misamis Oriental through the Human Resource Development Unit is conducting a training entitled "**Balancing Teamwork and Professionalism for Efficient Customer Service**" which will tentatively start on March 2022.

2. This training is open to all DepEd Misamis Oriental Non-Teaching Personnel only, anchored on **DepEd Order No. 40, s. 2020** re: **Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic** which *"aims to support the learning and development needs of nonteaching personnel to be able to support the continuity of the delivery of DepEd basic services such as the implementation of the Basic Education Learning Continuity (BE-LCP) Plan"*

3. The registration will be on first come, first serve basis however online application will be reviewed. Participants must register via <https://bit.ly/CustomerServiceForNonTeaching>. The link will close on February 16, 2022. A confirmation email from the HRTD Unit will be sent to the qualified participant once the list is finalized.



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4. A registration fee of Ph0 1,500 per participant shall be charged to the \*2022 Human Resource Development for Teaching, Teaching-Related and Non-Teaching Personnel.
5. For more details, participants shall coordinate with Irish Karylle D. Monte (SEPS- HRD) through email [irishkarylle.monte@deped.gov.ph](mailto:irishkarylle.monte@deped.gov.ph) or Eman A. Lachica (EPS II- HRD) through email [eman.lachica@deped.gov.ph](mailto:eman.lachica@deped.gov.ph)
6. For your information and guidance.

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

Encls.: List of Participants

References: *None*

To be indicated in the Perpetual Index  
under the following subjects:  
PROFESSIONAL DEVELOPMENT  
ONLINE TRAINING

SGOD, HRD-i.monte

