



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

October 17, 2022

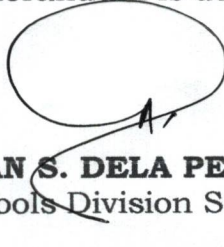
Division Memorandum

No. 611, s. 2022

**ADDENDUM TO DIVISION MEMORANDUM NO. 572
RE: ON-BOARDING SEMINAR-WORKSHOP FOR
ADMINISTRATIVE OFFICERS AND ADMINISTRATIVE ASSISTANTS**

To: Identified Participants
All Others Concerned

1. Pursuant to Division Memorandum No. 572 re: On-boarding Seminar Workshop for Administrative Officers and Administrative Assistants, this Office informs the participants that the activity will be conducted on October 24-26, 2022, at **Chali Beach Resort and Convention, Cugman, Cagayan de Oro City**.
2. Participants are requested to bring their laptop, extension wire, portable Wi-Fi, and softcopy of all the following necessary data of employees from their respective cluster schools/district:
 - a. Scanned copy of CSC approved appointments
 - i. First appointment as either Permanent, Casual, or Temporary; and
 - ii. Appointment due to Promotion/Reclassification
 - b. Scanned copy of NSO/PSA Birth certificate
 - c. Approved Special Orders of Service Credits
3. Meals, accommodation and other relative expenditures shall be charged against the Division Funds, while travel and other incidental expenses of the school-based participants shall be charged against their local funds. Both are subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this memorandum is desired.


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

