



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**



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**DIVISION MEMORANDUM**

No. 184, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS  
PUBLIC SECONDARY SCHOOL HEADS  
DIVISION OFFICE PERSONNEL**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Workshop on RPMS & Customer Service Training for School Heads and Non-Teaching Personnel

Date: August 06, 2019

1. The field is hereby informed that this Office will be conducting a Workshop on RPMS & Customer Service for School Heads and Non-Teaching Personnel on **August 19-21, 2019 at Sophie Red Hotel, Jasaan, Misamis Oriental**. Participants to this activity are the school heads and non-teaching personnel of this Division.
2. Departure time from El Salvador City to the venue is 6:00 AM of August 19, 2019 while departure time from venue to El Salvador City is on 10:00AM of August 21, 2019. Participants are advised to wear their comfortable attire for the sessions.
3. Expenses incurred in this activity shall be charged to the Division HRTD Fund, subject to the usual accounting and auditing rules and regulations.
4. For your information, guidance and compliance.

Copies Furnished:  
Person Concerned  
Records Section- Memo

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