



Department of Education
Region III
DIVISION OF ANGELES CITY



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September 9, 2013

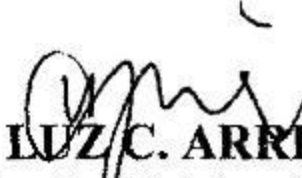
DIVISION MEMORANDUM
No. 55 S. 2013

TRAINING ON TIME MANAGEMENT AND WORLD-CLASS CUSTOMER SERVICE FOR THE NON-TEACHING PERSONNEL OF THE DIVISION OF ANGELES CITY

To: All Public School District Supervisors
All Education Program Supervisors
All Heads of Public Elementary and Secondary Schools
Administrator, ACNTS

1. This is to announce the conduct of *Training on Time Management and World-Class Customer Service for the Non-teaching Personnel* at Moonbay Marina, Waterfront Road, Manila Avenue SBFZ, Olongapo City on September 26-27, 2013.
2. The objectives of the said training are the following:
 - Assess current realities about self and the work place.
 - Gain control over ones time for efficiency and satisfaction.
 - Apply PARETO's principle of time management.
 - Learn skills to handle schedules and improve one's pace
 - Develop a world-class quality customer service.
3. Participants to this training are ALL the non-teaching personnel of this Division.
4. A registration fee of **Three Thousand Eight Hundred Pesos (P3, 800.00)** inclusive of food and accommodation, honorarium of speakers, and transportation expenses shall be charged against the MOOE.
5. For your information and guidance.




LUZ C. ARRIOLA
OIC-Schools Division Superintendent