



Department of Education
Region III – Central Luzon
DIVISION OF CITY SCHOOLS
Angeles City



Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 887-6099

September 20, 2013

DIVISION MEMORANDUM
No. 59, S. 2013

Conduct of Day 1, September 25, 2013
(Addendum to Division Memo NO. 55, s. 2013)

To: OIC-Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Elementary and Secondary Schools
Division Unit Heads
Administrative Officer
All Non-teaching Personnel

1. This Memorandum is an Addendum to Division Memorandum No. 55, s. 2013 dated September 9, 2013 entitled Training on Time Management and World-Class Customer Service for the Non-Teaching Personnel of the Division of Angeles City.
2. The Training will start on September 25, 2013 at the Pre-Elementary SPED Bldg., Angeles Elementary School, Pulungbulu, Angeles City while Day 2 and Day 3 (September 26-27) will be held at the venue stated in the Division Memorandum No. 55, s. 2013. Attached is the schedule of activities for your reference.
3. For the information and guidance of all concerned.


LUZ C. ARRIOLA

OIC- Schools Division Superintendent

SDS/kha



(Enclosure No. 1 to Division Memorandum No. 59, S. 2013)

SCHEDULE OF ACTIVITIES

DAY 1

Registration..... 8:00 A.M.
Training Proper..... 1:00 P.M. – 5:00 P.M.
SESSION 1

DAY 2

Departure..... 7:00 A.M.
(Assembly at the Division Office)

Continuation of Training Proper @ Moonbay Marina, SBEZ

SESSION 2
Gaining Control Over Time..... 9:00 A.M. – 12:00 P.M.
Lunch Break..... 12:00 P.M. – 1:00 P.M.

SESSION 3
Conquering Over-commitment
And Procrastination..... 1:00 P.M. – 3:00 P.M.

SESSION 4
PARETO'S Principle..... 3:00 P.M. – 5:00 P.M.
WORKSHOP..... 5:00 P.M. – 7:00 P.M.

DAY 3

WORKSHOP
Defeating Trap..... 8:00 P.M. – 12:00 P.M.
WORKSHOP
World-Class Quality Service..... 1:00 P.M. – 4:00 P.M.
Awarding of Certificate / Closing Program..... 5:00 P.M.