



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OFFICE OF ANGELES CITY

12 Dec 2025

DIVISION MEMORANDUM

No. 433 , s. 2025

**DIVISION SEMINAR ON COMPREHENSIVE SKILLS DEVELOPMENT FOR
ADMINISTRATIVE AND SUPPORT SERVICES PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance Operations Division
Chief Education Supervisor, Curriculum Implementation Division
All Heads of Public Elementary and Secondary Schools

1. To enhance the efficiency, productivity, and service excellence of our administrative and support services personnel, the Schools Division Office of Angeles City will conduct a **Division Seminar on Comprehensive Skills Development for Administrative and Support Services Personnel on December 18-19, 2025, at the Gabaldon Building Pulungbulu Angeles City**. This initiative aims to strengthen core administrative competencies, improve work performance, and support personal and professional growth.
2. At the end of the two- day training, participants are expected to:
 - a. Demonstrate improved skills in office and records management following government- prescribed policies and protocols;
 - b. Apply effective workplace communication techniques in preparing letters, reports, and official correspondences;
 - c. Strengthen competencies in supply management, procurement procedures, inventory, and property accountability;
 - d. Enhance customer service skills when dealing with internal and external clients;
 - e. Enhance customer service skills when dealing with internal and external clients; and
 - f. Foster professionalism, accountability, and work ethics in performing administrative functions.
4. All administrative and support services personnel are enjoined to attend the seminar as part of the Division's commitment to continuous professional development and service improvement.
5. All expenses relative to this undertaking shall be charged against Division MOOE funds or other available sources, subject to existing accounting and auditing rules and regulations.
6. Immediate and wide dissemination of and strict compliance with this Memorandum is earnestly desired.



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ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent 

To be indicated in the perpetual index
under the following subjects:

NON- TEACHING PERSONNEL
SKILLS DEVELOPMENT

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