



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

SEPS -HRD / Dec 12, 2025