



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
*City of Kabankalan*

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January 28, 2020

**DIVISION MEMORANDUM**

No. 24 s. 2020

**DIVISION PTA LEADERSHIP TRAINING**

TO: OIC, Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Concerned

1. The Schools Division Office of Kabankalan City through the Division Federated PTA Officers shall conduct PTA Leadership Training on January 29, 2020, 9:00 – 12:00 AM at City Function Hall, City of Kabankalan. This activity aims to capacitate our School PTA with the leadership skills as they perform their function in their respective schools.
2. Participants to this activity are the School PTA President or any PTA Representative.
3. Travel and other incidental expenses incurred in the participation to this activity shall be charged against PTA local school funds subject for usual accounting and auditing rules and regulation.
4. For Widest dissemination of this Memorandum

*ARNOLD S. MAGDAET*  
Administrative Officer V

*PORTIA M. MALLORCA, Ph.D., CESO V*  
Schools Division Superintendent