



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

DIVISION MEMORANDUM

No. 393, s. 2023

OCT 19 2023

**ACTIONS ON OFFICE TRANSACTIONS RELATIVE TO THE PARTICIPATION
OF DIVISION-BASED PERSONNEL TO THE DIVISION WELLNESS CAMP**

To: OIC - Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. This Office, through the Human Resource Development Section, informs the field that all Division personnel will be attending the "Division Wellness Camp: Focusing on the Self and Practicing Mindfulness to Foster Productive Organizational Dynamics" on October 26-28, 2023, at Mambukal Resort & Wildlife Sanctuary, Municipality of Murcia, Negros Occidental.
2. In view thereof, all transactions and routine documents shall be submitted to **Aileen Shane E. Decena** (for OSDS), **Johanna G. Gatoc** (for CID), and **Ma. Noraline P. Carbajosa** (for SGOD) at the front desk of the New SDO Building. However, personnel who will submit reports and has urgent concerns shall notify in advance the concerned personnel so that it can be acted upon immediately.
3. Furthermore, personnel who will transact business with this Office during the specified dates are reminded to adhere to the provisions of Division Memorandum No. 454 s. 2022 also known as the Institutionalization of the Document Tracking System.
4. For questions and/or clarification, contact Mr. Kean Von G. Yupracio, EPS II of the Human Resource Development Section, at 0916-6345-072.
5. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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