



Department of Education  
Negros Island Region  
**SCHOOLS DIVISION OFFICE of KABANKALAN CITY**  
City of Kabankalan

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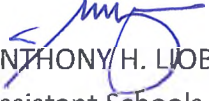
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DIVISION MEMORANDUM

No. 47, s. 2017

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TO: Acting ASDS  
Chief, SGOD  
Administrative Officer V  
All Others Concerned

FROM:  ANTHONY H. LIOBET, CESO VI  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

DATE: March 7, 2017

SUBJECT: **Orientation for Newly Hired Non-Teaching Personnel**

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1. There will be an **Orientation for Newly Hired Non-Teaching Personnel** of the Schools Division Office of Kabankalan City on **March 10, 2017, 8:00AM – 5:00PM at Division Conference Hall.**
2. Participants to the said orientation are the newly hired personnel: Administrative Officer II, Registrar I, Project Development Officer I, Administrative Assistant II of the Senior High Schools, Administrative Aide VI (assigned to SDS, ASDS, CID & AO V offices), Administrative Assistant II (assigned to Acctg. Office) & Nurse II.
3. Snacks and lunch of participants are chargeable against Division INSET Funds while transportation and other incidental expenses incurred are chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.
4. For immediate dissemination and compliance.