



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

February 17, 2022

DIVISION MEMORANDUM

No. 77 s, 2022

**UPDATES ON THE CONDUCT OF TRAINING-WORKSHOP ON STRESS MANAGEMENT FOR
A MORE PRODUCTIVE AND EFFICIENT NON-TEACHING PERSONNEL OF TACLOBAN CITY
(DIVISION MEMORANDUM NO. 695 S. 2021 DATED December 2, 2021)**

To : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHEFS OF CID AND SGOD
NON-TEACHING PERSONNEL
ALL OTHERS CONCERNED

1. This Office through the Human Resource Development Section announces the conduct of the activity entitled **TRAINING-WORKSHOP ON STRESS MANAGEMENT FOR A MORE PRODUCTIVE AND EFFICIENT NON-TEACHING PERSONNEL OF TACLOBAN CITY DIVISION** on February 22-24, 2022 for batch 1 and February 28 to March 2, 2022 for batch 2. **The venue shall be at the Ritz Tower de Leyte, Tacloban City.**
2. The Training Management Team shall meet for a planning conference on February 18, 2022, 9:00 AM at the third floor of the Division Office. Provision for snacks shall be charged to HRTD Funds subject to usual accounting and auditing rules and procedures.
3. Attached are the lists of participants who belong to Batch 1 and Batch 2.
4. This Memorandum shall serve as Travel Order to the Training Management Team and the said participants.
5. All other provisions stated in Division Memorandum No. 965, s. 2021 shall still be fully enforced.
6. Immediate dissemination and compliance of the Memorandum is highly desired.


MARIZA S. MAGAN EdD, CESO/IV
Schools Division Superintendent

2/17/22
1.46

MU