



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DIVISION MEMORANDUM

No. *367*, s. 2025

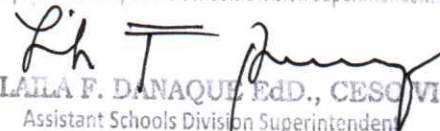
To: All Concerned

**STRENGTHENING THE CAPACITY OF NEWLY HIRED NON-TEACHING
PERSONNEL (LEVEL 2) ON HUMAN RESOURCE ACTIONS**

1. Pursuant to continued commitment on PRIME-HRM Excellence in Human Resource Management, this Division will conduct capacity building with new Administrative Officer II (AO 2) personnel.
2. The capacity building will focus on the Personnel Actions such as the Recruitment, Selection, and Placement, Salaries and Benefits, and 201 or Personnel Records.
3. The activity will be held on September 3, 2025 at Sarah Cakes Function Hall, Tandag City, Surigao del Sur.
4. List of participants is attached to this Memorandum.
5. All participants are advised to be at the venue at least 15 minutes before 8 AM as the activity will start as scheduled and to wear appropriate attire.
6. For proper guidance and strict implementation.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

By the authority of the Schools Division Superintendent:


LALA F. DANAQUE, EdD., CESO VI
Assistant Schools Division Superintendent

Encl.: List of Participants
Reference: Division MSP, DO 7, s.2023
To be indicated in the Perpetual Index
under the following subjects:

HRSURSUR CAPACITY BUIDLING WITH ADMIN OFFICER II

OSDS/jcgHR
07/11/2025



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