Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

August 19, 2022

DIVISION MEMORANDUM
No. 398, s. 2022

CAPABILITY-BUILDING ON INTENSIFYING TEAM WORK IN THE ORGANIZATION TOWARDS PROFESSIONAL PRODUCTIVITY

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
Unit Heads
All Others Concerned

1. The Division Gender and Development Focal Point System (GFPS) in partnership with the DepEd-Aklan National Employees Union will conduct a Capability Building on Intensifying Team Work in the Organization Towards Professional Productivity on August 26-28, 2022 at Campuestohan Highlands Resort, Talisay City, Negros Occidental.

2. With this, field offices are hereby informed that the different units/section in the Division Office shall operate with skeleton workforce on August 26, 2022 due to the above-mentioned activity. All transactions on August 26, 2022 is only for **"Receiving"** through the Security Guard on duty. Fully operational workforce shall resume on Tuesday, August 30, 2022 following the normal office hours.

3. Immediate dissemination of and compliance with this Memorandum are desired.

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FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

Enclosures: None
Reference: As Stated
To be indicated in the Perpetual Index under the following subjects:

POLICY **PROGRAM** **SEMINAR** **TRAINING** **WORKSHOP**

RFD