



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

December 11, 2024

DIVISION MEMORANDUM  
No. 593, s. 2024

**CAPABILITY BUILDING FOR NON-TEACHING PERSONNEL**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Principals/Head Teacher-In-Charge of the District  
Senior/Education Program Specialists  
Heads of Public Elementary, Secondary  
and Integrated Schools  
National Employees Union Aklan Chapter Officers and Members  
All Others Concerned

1. The National Employees Union Aklan Chapter will conduct a Capability-Building on December 20-21, 2024, 8:00 o'clock in the morning to 5:00 o'clock in the afternoon at Kalibo Pilot Elementary School Covered Court, Kalibo, Aklan.
2. The activity aims to:
  - a. discuss the processes and documentary requirements for career progression of the non-teaching personnel;
  - b. orient participants on the salient features on educational research and innovation;
  - c. explain and strengthen spirituality, mental health, work ethics and professionalism in the workplace; and
  - d. demonstrate ethical and professional standards for an effective and efficient organization.
3. Travel Expenses of the participants shall be charged to the School MOOE/local funds; while other expenses incurred shall be charged to the Provincial School Board-Special Education Fund and Division 5% GAD Budget subject to the usual accounting and auditing rules and regulations.



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4. Participants to this activity shall be entitled to Compensatory Time Off (CTO) services rendered during the weekends and holidays as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s, 2004.
5. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**RAMON D. PARAS Jr., EdD**  
OIC, Office of the Assistant Schools  
Division Superintendent  
In-Charge of the Division

Enclosure: None  
Reference: As Stated  
Allotment: 5 (R.O. 12-94)  
To be indicated in the Perpetual Index  
under the following subjects:

**POLICY    RULES AND REGULATIONS    SEMINAR/WORKSHOP  
TRAINING**



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