



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
Region 5 (Bikol)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

6 March 2025

DIVISION MEMORANDUM  
No. 207 s. 2025

**DATA PROFILING OF NON-TEACHING PERSONNEL FOR TRAINING WORKSHOP ON DIGITAL SKILLS AND CUSTOMER ENGAGEMENT TO ELEVATE COMPETENCE**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
OSDS Unit Heads  
Public School Heads  
Non-Teaching Personnel  
All Others Concerned

1. This office will conduct a Division Training Workshop on Digital Skills and Customer Engagement to Elevate Competence on March 27-28, 2025, at a venue to be announced in a separate issuance.
2. This training-workshop aims to:
  - a. Familiarize with various digital tools and platforms to effectively deliver one's task.
  - b. Use of appropriate ICT tools and applications to enhance service delivery and efficiency.
  - c. Apply the knowledge, skills, and competencies gained through digital mechanism/platform ensuring data privacy.
3. In line with this, a profiling of Non-Teaching Personnel, specifically Administrative Officer I-IV, will be conducted to update the training needs assessment of the identified job groups. The identified job groups are instructed to fill out the link provided: <https://bit.ly/DigitalSkills-Profile> on or before **March 12, 2025**.
4. For information and guidance of all concerned.

**CECILE C. FERROJ**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes  
052-814061  
catanduanes@deped.gov.ph  
www.depedregion5.catanduanes.com / www.catanduanes.deped.gov.ph