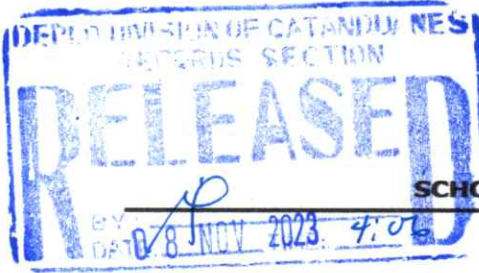




Republic of the Philippines  
Department of Education  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES



November 8, 2023

DIVISION MEMORANDUM  
NO. 403 S. 2023

**CONDUCT OF DIVISION STAFF ORIENTATION WORKSHOP (DSOW)**  
Re: *Activity Titled: Unlocking the Research Potential: A Capacity -Building WritesShop for Teachers and Non-Teaching Personnel in the Districts*

To:

Assistant Schools Division Superintendent  
Chiefs SGOD and CID  
Public Schools District Supervisors  
Concerned SDO Personnel  
Concerned Elementary and Secondary School Heads  
Concerned Teachers

1. As part of the Division's commitment to professional development for teachers and non-teaching personnel, a capacity-building activity has been organized for teachers and personnel who have submitted in this office their research proposals. The activity will cover important topics that will help enhance the skills and knowledge of the participants.
2. In addition, a Division Staff Orientation Workshop (DSOW) will take place on **November 14, 2023, at 1:30 p.m. in a venue to be announced in a separate advisory.** The DSOW aims to plan the logistics and materials required for the training event. The workshop will also provide an opportunity for the organizers to discuss the objectives of the training session and gather feedback from the attendees.
3. Attached is the list of participants in the DSOW.
4. All expenses related to this activity, including travel and incidental costs, will be charged to the school's MOOE/local funds, adhering to standard accounting and auditing protocols.
5. For information, guidance, and compliance of all concerned.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent



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