



Republic of the Philippines  
Department of Education  
Region XII  
Division of Sarangani  
Alabel



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**Division Memorandum**  
No. 285, s. 2013

**To** : District HRMO, Secondary Plantilla In-Charge

**From** :   
**ISAGANI S. DELA CRUZ**  
Schools Division Superintendent

**Subject** : **I-DAY WORK SHOP TRAINING ON DATA  
GATHERING OF PERSONNEL INFORMATION**

**Date** : September 16, 2013

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1. Relative to unnumbered memorandum from the Office of Asst. Secretary and Chief of Staff Reynaldo D. Laguda and Regional Memorandum No. 197, s. 2013, The Division of Sarangani shall conduct 1 day Workshop Training on Personnel Data Information on September 23, 2013 in the Division Conference Hall, Alabel, Sarangani.
2. Participants to this activity are the District HRMO – designate, Secondary Plantilla In-Charge.
3. Participants are requested to bring laptop, sample PDS in hard copy, and any available electronic file containing the office's personnel data.
4. No registration fee but transportation expenses are chargeable to school or local funds subject to usual accounting and auditing rules and procedure.
5. For your information and strict compliance.

