



Republic of the Philippines  
**Department of Education**  
**REGION IV-A CALABARZON**  
**CITY SCHOOLS DIVISION OF BIÑAN CITY**

**DEPARTMENT OF EDUCATION**  
**Schools Division of Biñan City**  
**RECORDS SECTION**

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**DIVISION MEMORANDUM**  
No. 479, s. 2021

**CONDUCT OF CAREER DEVELOPMENT PROGRAM FOR NON-TEACHING PERSONNEL**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Administrative Officer V  
All School Heads

1. Pursuant to DepEd Order no. 32, s. 2011 or the Policies and Guidelines on Training and Development (T&D) Programs and Activities, each Office in the Department is responsible for ensuring the relevance and adequacy of T&D Programs and activities in support of the individual competency development, this Office through the Human Resource Development Section of the School Governance and Operations Division, announces the conduct of **Career Development Program for Non-Teaching Personnel on November-December 2021.**
2. City Schools Division of Biñan City will be conducting Free Online Civil Service Examination Review for Division and School-based Non-Teaching Personnel. This will be conducted every Friday from 3:00pm-5:00pm.
3. Interested participants are requested to pre-register at [tinyurl.com/CSCReviewBinan](http://tinyurl.com/CSCReviewBinan) on or before November 5, 2021.
4. Final list of participants on the said review sessions, training schedules, coaches and technical working group shall be released in a separate memorandum.
5. For questions and clarifications, please contact Ms. Mary Joy L. Cabiles, Senior Education Program Specialist-HRD Section at (049) 511-4191 or [deped.hrdbinan@gmail.com](mailto:deped.hrdbinan@gmail.com).
6. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

*Mary Ann L. Tatlongmari*  
**MARY ANN L. TATLONGMARI, EdD**  
Chief, Curriculum Implementation Division  
Officer of the Day



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Encl: None

Reference: Deped Order No. 32, s.2011

SGOD/HRD / Conduct of Career Development Program for Non-  
Teaching Personnel  
3447 / 11/02/2021

1. Assignment to DepEd City Training and Development Program. The Department is responsible for ensuring the availability and effectiveness of support of their units for the Human Resource Development Division, particularly the conduct of the Career Development Program for Non-Teaching Personnel on 2021-2022 Operational

2. City Superintendent of Binan, Binan City Education Division, may be contacted on 0917-320-3000

3. General Instructions. All personnel are required to attend the program on 11/02/2021.

4. All personnel are required to attend the program on 11/02/2021. The program will consist of two sessions, training and orientation, and technical training. The program will be held at the DepEd Binan City, 11/02/2021.

5. Binan City Education Division, Deped Binan City, 11/02/2021.

Immediate Action