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DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION

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

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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 [depd.hrdbinan@gmail.com](mailto:depd.hrdbinan@gmail.com).
6. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

*[Signature]*  
**MARY ANN L. TATLONGMARIA, 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

MEMORANDUM FOR THE DEPUTY SECRETARY

DATE: 11/02/2021

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

Assisted Schools Division Office - Marikina City  
Chief, Personnel Services Division  
Chief, Curriculum Implementation Division  
Administrative Officer V  
All School Heads

1. Pursuant to DepEd Order No. 32, s. 2011 on the Policies and Guidelines on Training and Development, the Department is responsible for creating, planning, developing and implementing activities in support of the career development of its personnel. In this regard, the Regional Resource Development Division, through the conduct of the Career Development Program for Non-Teaching Personnel at Marikina City, is hereby directed to:
2. City Schools Division Office - Marikina City to coordinate the conduct of the Career Development Program for Non-Teaching Personnel at Marikina City, in accordance with the Department Order No. 32, s. 2011.
3. To conduct the Career Development Program for Non-Teaching Personnel at Marikina City, in accordance with the Department Order No. 32, s. 2011.
4. To conduct the Career Development Program for Non-Teaching Personnel at Marikina City, in accordance with the Department Order No. 32, s. 2011.
5. To conduct the Career Development Program for Non-Teaching Personnel at Marikina City, in accordance with the Department Order No. 32, s. 2011.

Immediate Action: This Memorandum is directed.

For the Secretary: \_\_\_\_\_



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