



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

November 17, 2025

**DIVISION MEMORANDUM**

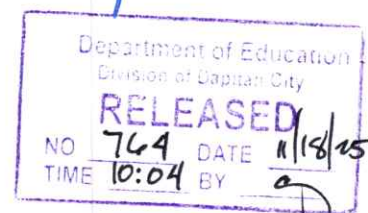
OSDS-2025- 764

**THREE (3) DAY DIVISION UPSKILLING AND RESKILLING OF ADMINISTRATIVE ASSISTANTS III AND ADMINISTRATIVE AIDES IN ICT, BASIC CUSTOMER SERVICES, AND ORAL AND WRITTEN COMMUNICATION**

To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principals/TIC  
OSDS Section Heads  
All Others Concerned

1. In line with the Division's commitment to continuous professional development, a Three-Day Upskilling and Reskilling Seminar for Administrative Assistants III and Administrative Aides will be held from December 3 to 5, 2025, with the venue to be announced prior to the seminar.
2. This activity is designed to strengthen participants' skills in Information and Communications Technology (ICT), Basic Customer Services, and Oral and Written Communication, equipping them with the competencies needed to perform their administrative and support functions more efficiently.
3. All participants are required to bring a laptop and extension cord on the second day of the seminar.
4. Attached are the list of participants and the training matrix.
5. For guidance and compliance.

**JAY S. MONTEALTO, CESO VI**  
Schools Division Superintendent



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