



Republic of the Philippines
Department of Education

REGION IX, ZAMBOANGA PENINSULA

SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

ADVISORY ON DIVISION MEMORANDUM NO. 665, S. 2024

RE: PROFESSIONAL DEVELOPMENT FOR INSTRUCTIONAL LEADERS, MANAGERS, GOVERNANCE, ADMINISTRATORS, AND EMPLOYEES-5 AND RE-INSTITUTION OF THE MONTHLY RETIREES' RECOGNITION (PROFDEV-5 AND RETIREES' RECOGNITION)

Please be advised that the Professional Development for Instructional Leaders, Managers, Governance, Administrators, and Employees-5 (PROFDEV-5) and Re-Institution of the Monthly Retirees' Recognition is scheduled on **January 29, 2025**, at **Potungan National High School, Potungan, Dapitan City**, for your information.

Wide dissemination is hereby enjoined.

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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

December 20, 2024

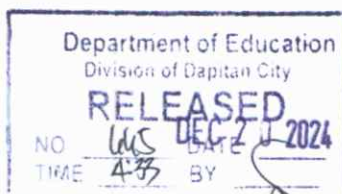
DIVISION MEMORANDUM

No. 1465, s. 2024

**PROFESSIONAL DEVELOPMENT FOR INSTRUCTIONAL LEADERS,
MANAGERS, GOVERNANCE, ADMINISTRATORS, AND EMPLOYEES-5
AND RE-INSTITUTION OF THE MONTHLY RETIREES' RECOGNITION
(PROFDEV-5 AND RETIREES' RECOGNITION)**

To: **ALL EMPLOYEES**
This Schools Division

1. The **PROFESSIONAL DEVELOPMENT FOR INSTRUCTIONAL LEADERS, MANAGERS, GOVERNANCE, ADMINISTRATORS AND EMPLOYEES-5 AND MONTHLY RETIREES' RECOGNITION** shall be on **January 29, 2025** from 8:00AM to 5:00PM to be hosted by **Potungan District**.
2. The specific date and venue shall be announced in January 2025.
3. The ASDS, Chiefs, EPSs, PSDSs, Principals, School Heads, Section Heads and the retirees in September, October, November and December 2024; and January 2025.
4. **The Human Resource Management Officer shall prepare the list of the retirees for the above 5 months, and coordinate with the Administrative Officer V and the Finance for the Plaque of Appreciation; then shall prepare the same monthly beginning February 2025.**
5. The other employees are encouraged to participate virtually provided this does not disrupt their regular services to clients and stakeholders unless they are required on-site.
6. The **PROFDEV** is a monthly professional development to discuss the efficient, effective, enjoyable, and economical delivery of quality liberating education with special focus on the implementation of the MATATAG Curriculum.
7. This **PROFDEV** shall be mobile to be hosted by district and/or school / cluster of schools.
8. Expenses incurred in hosting and attending the **PROFDEV5 AND MONTHLY RETIREES' RECOGNITION** are chargeable to respective schools/offices funds subject to the appropriate government accounting procedures and processes.



Para sa Bansang Makabata, Batang Makabansa


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

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