



Republic of the Philippines  
**Department of Education**  
 REGION II - CAGAYAN VALLEY  
 SCHOOLS DIVISION OF BATANES

20 August 2025

**DIVISION MEMORANDUM**

No. 239, s. 2025

**ADDENDUM AND CORRIGENDUM TO DIV. MEMORANDUM NO. 217, s. 2025  
 TITLED CONDUCT OF THE SEMINAR-WORKSHOP ON COMMUNICATION SKILLS  
 FOR THE NON-TEACHING PERSONNEL OF SDO BATANES**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 SDO Section/Unit Heads  
 Elementary and Secondary School Heads  
 This Schools Division

1. This is to issue an addendum and corrigendum to Division Memorandum No. 217, s. 2025, dated August 01, 2025, titled *"Conduct of the Seminar-Workshop on Communication Skills for the Non-Teaching Personnel of SDO Batanes."*

2. In consideration of the priority activities and training programs cascaded by the Regional Office that require immediate conduct at the division level, adjustments to the schedule and related details are hereby made as follows:

a. The Seminar-Workshop is rescheduled from September 24–25, 2025 to **October 2–3, 2025**, still at the Ivatan Conference Hall.

b. School Heads are directed to update and confirm the list of non-teaching personnel participants through the designated online link: <https://bit.ly/ReplacementPAX> or by scanning the QR-code below:



c. Expenses relative to the conduct of the activity shall now be charged against OPDNTP Funds and 2025 HRD Funds, subject to the usual accounting and auditing rules and regulations.

d. A Division Staff Orientation Meeting of the Program Management Team (PMT) for the activity shall be held on September 10, 2025, 3:00 PM, at the Ivatan Conference Hall to finalize roles, confirm the training matrix, and



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settle logistics (participant management, venue set-up, materials, documentation, and M&E tools).

3. All other provisions in the original memorandum remain in full force and effect.
4. For guidance, information, and widest dissemination.

**DANTE J. MARCELO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

For the Schools Division Superintendent:

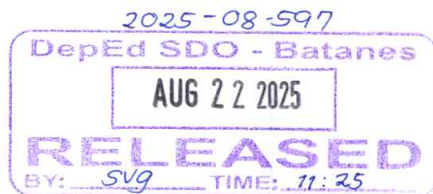
  
**VIOLETA B. GASILAO**  
Chief Education Program Supervisor, CID  
Officer-in-Charge

Encl: as stated  
Reference: Div. Memo No. 217, s. 2025

To be indicated in the Perpetual Index  
Under the following subjects:

**TRAINING PROGRAMS**

SGOD/myn/kchm/Learning&Development  
August 20, 2025



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