



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

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Office of the Schools Division
Superintendent

May 11, 2026

DIVISION MEMORANDUM

No. 240, s. 2026

**PARTICIPANTS TO THE TRAINING ON DATA PROTECTION MANAGEMENT,
CUSTOMER SERVICE AND STAKEHOLDER ENGAGEMENT, AND
COMMUNICATION FOR THE NON-TEACHING PERSONNEL OF THE
DEPARTMENT OF EDUCATION REGION I**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Administrative Officer V
Public Elementary and Secondary School Heads
All others concerned

1. In reference to Regional Memorandum no. 565, s. 2026 titled "Training on Data Protection Management, Customer Service, and Stakeholder Engagement, and Communication for the Non-Teaching Personnel of the Department of Education Region I", the Department of Education Regional Office I, through the Human Resource Development Division (HRDD), shall conduct the Training on Data Protection Management, Customer Service and Stakeholder Engagement, and Communication for the Non-Teaching Personnel of the Department of Education Region I from **June 3-5, 2026** at the **National Educators Academy of the Philippines - Region I, San Vicente City, City of San Fernando, La Union**.
2. This training aims to retool the newly-hired Non-Teaching Personnel (NTP) from the division offices and schools to address the increasing emphasis on data privacy, public accountability, and responsive communication. Enhancing their knowledge and skills in Data Protection Management, Customer Service and Stakeholder Engagement, and Communication will foster a culture of excellence and compliance aligned with DepEd's core values and the principles of the Civil Service Commission's Behavioral Competency Framework.



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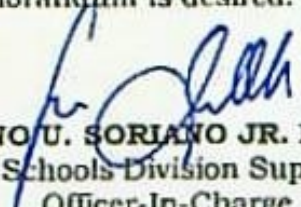
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3. Anent this, the following NTP are enjoined to actively participate in the said activity:

No	Name	Position	Office/School
1	Karen De Vera	Administrative Assistant I	SDO
2	Janelle De Guzman	Administrative Assistant III	SDO
3	Czar Odelle Bohol	Administrative Assistant III	SDO
4	Nichole John Corpuz	Administrative Assistant III	Sabangan ES
5	Lavenia Torio	Administrative Assistant III	West Central ES I

4. Endorsed participants are required to confirm participation to the activity **on or before May 15, 2026** through this link:
<https://forms.gle/bZggxMqbeFMAM1j69>.
5. Meals and board and lodging expenses shall be charged to OSEC-1-25-04865 while travel expenses of the participants shall be charged to local funds subject to usual accounting and auditing procedures. First meal is AM snacks of Day 1 (June 3, 2026) and the last meal is AM snacks of Day 3 (June 5, 2026).
6. Immediate dissemination of this Memorandum is desired.


MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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