



Republic of the Philippines

Region VII, Central Visayas

Sudlon, Lahug, Cebu City



February 7, 2017

DIVISION MEMORANDUM

NO. 87, s. 2017

**ONE-DAY SEMINAR ON WORKPLACE ETHICS TO ALL DIVISION OFFICE
PERSONNEL**

**TO: Assistant Schools Division Superintendents
Section/Division Chiefs
Education Program Supervisors/Coordinators
Senior Education Program Specialists/EPS II
All Nonteaching Personnel**

1. The office hereby informs all division non-teaching staff/personnel (including nurses/dentists) on the **“One-Day Seminar on Workplace Ethics”** on **February 20, 2017 (Monday)** from 8:00AM to 5:00PM at the Division Conference Hall (2nd floor).
2. The seminar is an effort to show how important ethics in the organization. A culture of ethics in the institution/division envisions to further transform individuals to work with collaboration and teamwork, (having a shared sense of purpose) thereby improving performance/productivity, employee satisfaction/morale and loyalty to the organization.
3. Participation to this seminar/workshop is a **must (100% attendance to all concerned is directed)**.
4. Expenses for the **two snacks** and **one lunch** of the participants shall be charged to the Division's **MOOE/Training Funds** subject to the availability and the usual accounting/auditing rules and regulations.
5. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent