



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

Division Memorandum No. 167 series, 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 106 Series 2024 RE: DIVISION SEMINAR OF ADMINISTRATIVE OFFICER II ON EFFECTIVE AND EFFICIENT DELIVERY OF ADMINISTRATIVE FUNCTIONS (Batch 2)**

To: District Supervisors  
School Heads Concerned  
All Administrative Officers II  
(Batch 2 participants)

1. This is to announce that the venue for the BATCH 2 of the Division Seminar of Administrative Officers II on Effective and Efficient Delivery of Administrative Functions, on April 3, 4 and 5, 2024 is at the Villa Emmanuela Resort, Plaridel, Bulacan.
2. All participants are expected to be at the venue at 8:00 o'clock in the morning.
3. All expenses incurred relative to the conduct of this activity shall be charged to INSET Fund subject to the usual accounting and auditing rules and regulations.
4. For information and guidance of all concerned.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

April 1, 2024  
Office of the Administrative Officer V