

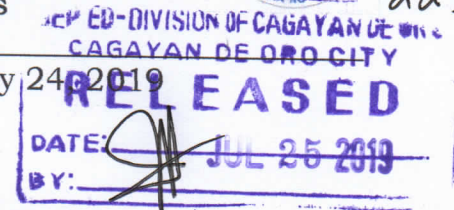


Department of Education
Region X – Northern Mindanao
DIVISION OF CAGAYAN DE ORO CITY
Masterson Avenue, Upper Balulang,
Cagayan de Oro City, Philippines



227

July 24, 2019




MEMORANDUM

Civil Service Commission (CSC) Training Program for the Month of August 2019

TO: **Education Program Supervisors**
Public Schools District Supervisor
Elementary & Secondary School Heads
This Division

1. In view of the letter of invitation of the Civil service Commission (CSC) Regional Office 10 dated July 12, 2019, the field is hereby informed of the CSC Training Program for the Month of August 2019 at Grand Caprice Restaurant, Lim Ket Kai Center, Cagayan de Oro City.
2. Attached is the copy of the CSC invitation that reflects the different training programs, the different target participants, date and venue of the training, training fee per program, and the different online links per program for you to register.
3. For more information, you may contact the Human Resource Division of CSC Region 10 at landline no. (088) 858-7563 or mobile no. 0917-8798465.
4. For your information.


JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

ENCL: As Stated
Reference:

To be Indicated in the Perpetual Index under the following subjects:
Office of the Schools Division Superintendent
Schools Governance and Operation
Curriculum Implementation Division



Regional Office X

TRAINING INVITATION August 2019

Greetings from the Civil Service Commission Region X!

As part of the Commission's mandate in Human Resource Development, we wish to invite interested participants to our Training Programs for the month of **August 2019** scheduled as follows:

TRAINING/SEMINAR	TARGET PARTICIPANTS	DATE	VENUE	TRAINING FEE <small>(Accommodation not Included)</small>
Supervisory Development Course Track 1 (M1, M2, & M4)	Only employees handling supervisory functions	Aug. 5-9, 2019 (5 days)	Grand Caprice Restaurant, LKKC, Cagayan de Oro City	₱ 10, 000.00
2017 Omnibus Rules on Appointment and Other Human Resource Actions (Revised July 2018)	HRMPs, Administrative Officers, Legal Officers	Aug. 6-8, 2019 (3 days)	Grand Caprice Restaurant, LKKC, Cagayan de Oro City	₱ 6, 000.00
Appreciation of Leave Benefits	HRMPs, Admin Officers and employees handling leave and other HR functions	Aug. 14-15, 2019 (2 days)	Grand Caprice Restaurant, LKKC, Cagayan de Oro City	₱ 4, 000.00
Alay Sa Bayan (ALAB)	New entrants in government service, first and second level employees	Aug. 14-16, 2019 (3 days)	Grand Caprice Restaurant, LKKC, Cagayan de Oro City	₱ 6, 000.00

Bawat Kawani, Lingkod Bayani

CSC 10 Regional Office, Vamenta Boulevard, Carmen, Cagayan de Oro City

Landline: (088) 858-7563
Mobile: 0917-879-8465

csc10.ord@gmail.com /
ro10@csc.gov.ph

www.csc.gov.ph

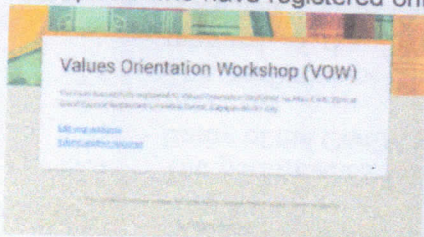
To reserve a slot, participants should register online using this link for the mentioned training program:

1. **Supervisory Development Course Track 1 (M1, M2, & M4)**
<https://bit.ly/2LQRGCg>
2. **2017 Omnibus Rules on Appointment and Other Human Resource Actions (Revised July 2018)**
<https://bit.ly/32iUFce>
3. **Appreciation of Leave Benefits**
<https://bit.ly/2JwlbrB>
4. **S Alay Sa Bayan (ALAB)**
<https://bit.ly/2YQDPiU>

The following reminders will guide the participants for their convenience in availing the above-mentioned training programs:

Confirmation of Participants:

Participants who have registered online will receive an auto-generated confirmation slip (see picture) which will be the basis for the list of confirmed participants and the corresponding logistical support. Those who cannot be accommodated may directly call this office's Human Resource Division for inclusion in the "waiting list"; subject to availability of slots should there be participants who will cancel their reservations.



Cancellation of Online Registration Slot:

Participants who wish to cancel their reservation slots are required to inform this Office at **least five (5) working days** before the conduct of the training. Failure to do so will result in charging the concerned participants equivalent to one-day training cost in the amount of **P600.00** to defray the cost of food.

Attire:

Corporate/Business Attire

Contact Information:


Contact us through our Telephone Nos. Human Resource Division 880-3668/
CSC Region X 858-7563 and Cellphone No. 0917-879-8465
Email us at our Email Address hrdcsc10@gmail.com
Like/follow us on our Facebook page <https://goo.gl/qsj8xM>

Participants are advised to keep themselves updated for information pertaining to the conduct of all our training programs by always checking their office email address and keeping their phone lines open.

We value your support and cooperation as our partner in providing learning and development interventions of the Commission.

This serves as Official Invitation.

Thank you.


NOEMI RABE-TORRES
Director III

July 12, 2019