

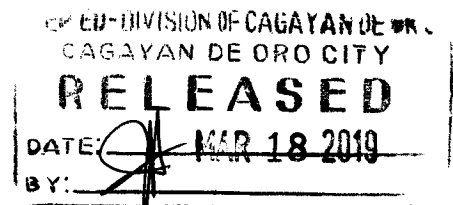


Department of Education
Region X
DIVISION OF CAGAYAN DE ORO CITY
Father Masterson's Avenue, Upper Balulang
Cagayan de Oro City



March 13, 2019


Div. Memorandum No. 225, s. 2019



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

To: All DepEd Division Personnel
This Division

1. The field is hereby informed of the Civil Service Commission (CSC) Training Programs (see attached list) for the month of March, 2019.
2. To reserve a slot, participants should register online using the link in the attached CSC communication letter.
3. Interested participants may inquire from:
CSC – Human Resource & Development (855-0397)
CSC Regional Office 10
Email: hrdcsc10@gmail.com
4. For your guidance, information, and compliance.


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

hrdd/derrold



**Regional Office X
TRAINING INVITATION
March 2019**

Greetings from the Civil Service Commission Region 10!

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 **March 2019** scheduled as follows:

TRAINING/ SEMINAR	TARGET PARTICIPANTS	DATE	VENUE	TRAINING FEE
Values Orientation Workshop (VOW)	First and second level employees	March 6-8, 2019 (3 days)	Grand Caprice Restaurant, Limketkai Center, Cagayan de Oro City	₱ 6,000.00
Supervisory Development Course Track 2 (Modules III & V)	Employees handling supervisory functions	March 11-15, 2019 (5 days)	Grand Caprice Restaurant, Limketkai Center, Cagayan de Oro City	₱ 10,000.00
Seminar-Workshop on Technical Writing	Second level employees in charge in communication	March 13-14, 2019 (2 days)	Grand Caprice Restaurant, Limketkai Center, Cagayan de Oro City	₱ 4,000.00
Gender Sensitivity Seminar (GSS)	All New Employees	March 26, 2019 (1 day)	Grand Caprice Restaurant, Limketkai Center, Cagayan de Oro City	₱ 2,000.00

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

1. **Values Orientation Workshop (VOW)**
<https://goo.gl/7cozhf>
2. **Supervisory Development Course Track 2 (Modules III & V)**
<https://goo.gl/y8PFmY>
3. **Seminar-Workshop on Technical Writing**
<https://goo.gl/XSv9Ye>
4. **Gender Sensitivity Seminar (GSS)**
<https://goo.gl/aqNief>



Bawat Kawani, Lingkod Bayani

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.


GRACE R. BELGADO-SAQUETON, CPA
Director IV

February 18, 2019