DIVISION MEMORANDUM
NO. ______ s.2016

CSC-UNDP SUPERVISORY DEVELOPMENT COURSE (SDC)
-TRACK 2

To:
Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads (Annexes & Extension Classes)

1. Attached are copies of the Unnumbered Regional Memorandum dated October 3, 2016 from Atty. Alberto T. Escobarte, CESO III and the Invitation Letter from Annabelle B. Rosell, Director IV of the Civil Service Commission dated August 31, 2016, inviting School Heads/ Personnel who have undergone Supervisory Development Course-Track 1 for the CSC-UNDP-Track 2 on October 10-14, 2016 at Davao City (venue to be announced later).

2. The course will be conducted on a non-residential basis and a training fee of Six Thousand Pesos Only (6,000.00) will be charged per participant to defray expenses for meals, supplies, and other incidental expenses. The said program is on official business chargeable against local funds.

3. Details of the said communication are in the enclosure.

4. For your information and guidance.

Rel: division Schools Division of City
Date: Oct 06 2016
Time: 6:28
By: 

For and in the absence of the SDS:

EMMANUEL P. HUGO
Chief, Education Supervisor
School & Governance & Operations Division
Officer-In-Charge
August 31, 2016

ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director
Department of Education
Region XI, P. Torres St., Davao City

Dear Director Escobar:

This Office will conduct CSC-UNDP Supervisory Development Course (SDC), “The New Supervisor Making a Difference”, Track 2 on October 10-14, 2016 in a hotel in Davao City.

In this connection, may we invite your personnel who have undergone SDC – Track 1 to attend this CSC-UNDP Course.

The course will be conducted on a non-residential basis and a training fee of Six Thousand Pesos Only (P6,000.00) will be charged per participant to defray expenses for meals, supplies, and other incidental expenses.

Kindly accomplish the attached nomination slip and send it to the nearest CSC Field Office or to this Office, on or before September 23, 2016 for the reservation in the said hotel. However, we reserve our right to deny acceptance of participants once the quota has already been met before the deadline.

Furthermore, agencies with confirmed participants who fail to attend the seminar without prior notice will be billed for the first day inasmuch as reservation for the food of said participant has already been made in advance.

For further details, you may call Human Resource Division at telephone number (082)-299-1727 or 299-1725.

Very truly yours,

[Signature]
ANNABELLE B. ROSELL
Director IV

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AGENCY: Contact No.

Title of Training: Supervisory Dev. Course Track 2 (October 10-14, 2016)

( ) We will send the following participant(s), namely:

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MEMORANDUM

TO: Schools Division Superintendents
   Assistant Schools Division Superintendents/OIC

SUBJECT: CSC-UNDP Supervisory Development Course – Track 2

Please be informed that the Civil Service Commission ROXI will conduct CSC-UNDP Supervisory Development Course, “The New Supervisor Making a Difference”, Track 2 on October 10-14, 2016 at Davao City (venue to be announced later). Personnel who have undergone the Supervisory Development Course - Track 1 are invited to attend the said program on official business chargeable against local funds.

For immediate dissemination.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV

Incl: CSC RXI Letter – CSC-UNDP Supervisory Development Course – Track 2

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