

Republic of the Philippines
DEPARTMENT of EDUCATION
REGION XI
Schools Division of Digos City
City of Digos



January 24, 2017

DIVISION MEMORANDUM

NO. 051, s.2017

**ATTENDANCE TO ONE-DAY PROGRAM ON PACKAGING
MY HERO SEMINAR**

To:


Ms. Anamerthyl I. Regala
SEPS- Social Mobilization

Ms. Myleen C. Robiños
PDO II

1. You are hereby directed to attend the **One-Day Program on Packaging My Hero Seminar on January 25, 2017 at CSC ROXI Training Room, Ecoland, Davao City.**
2. A training fee of One Thousand Pesos (1,000.00Php) per participant shall be collected to defray necessary training expenses. The registration fee, travel expenses and other incidental expenses of the participants are chargeable against local funds subject to the *usual accounting and auditing rules and regulations.*
3. For information and guidance.


DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos

RELEASED
759
Date: JAN 25 2017 Time: 4:03
By: 

RBD-HRD



Republic of the Philippines
CIVIL SERVICE COMMISSION

Regional Office No. XI

Ecoland Drive cor. Beechnut St., Ecoland Subd., Mafina, Davao City, 8000

☎ : (082) 2991724/25/27, 📠 : (082) 2993118, 🖨 : cscro11@yahoo.com

DepEd Schools Division of Digo.
RECEIVED 759
JAN 24 2017 Time: 8:24
By: _____

The Civil Service Commission, as the central human resource agency, aims to make *every Public Servant a Servant-Hero* through the annual conduct of Honor Awards Program (HAP).

HAP aims to motivate and inspire government employees to improve the quality of their performance and instill deeper commitment to public service. To help government agencies in recognizing the servant-heroes of their agencies, the Civil Service Commission Regional Office XI (CSC ROXI) will conduct a program on **Packaging My HERO Seminar**.

In view of this, we are inviting your Human Resource Management Practitioners, PRAISE Committee Members, and Heads of Units to attend a one (1) day program on **Packaging My HERO Seminar** on **January 20, 2017 (1st Batch)** or on **January 25, 2017 (2nd Batch)** at **CSC ROXI Training Room, Ecoland, Davao City**. A training fee of **One Thousand Pesos (PHP 1,000) per participant** shall be collected to defray necessary training expenses. The course will be conducted on a **non-residential basis**.

The participants are **required to bring a summary of accomplishments** of their potential nominee/s to be used during the workshop.

Kindly accomplish the attached confirmation slip and send it to our Field Office or Regional Office **on or before January 6, 2017**. Reservation of participants shall be on a first-come-first-served basis. This Office reserves its right to deny acceptance of participants once the quota has been met before the deadline.

Please be advised that agencies with confirmed nominees who fail to attend the seminar without prior notice will be billed for the catering expenses inasmuch as for food reservation of said participant is already made in advance.

Your staff may call the Human Resource Division at tel. numbers 299-1724/299-1725/299-1227, for further details.

Very truly yours,

CYRIL-NATHAN SM. EAMIGUEL
Director III

----- Cut Here -----
NOMINATION SLIP

AGENCY: _____ Contact No. _____
Title of Training: **Packaging My Hero**
Date: _____

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

| | Last Name, First Name, M.I. | Position | Nickname |
|----|-----------------------------|----------|----------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |

Head of Agency
(Signature over Printed Name)