DIVISION MEMORANDUM
NO. 051, 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

RELEASED
JAN 25 2017
4:05

"Sustainable development is the pathway to the future we want for all. It offers a framework to generate economic growth, achieve social justice, exercise environmental stewardship and strengthen governance." - Ban Ki-moon
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

______________________________
NOMINATION SLIP

AGENCY: ____________________________
Title of Training: Packaging My Hero
Date: ____________________________

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

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Head of Agency
(Signature and Printed Name)