DIVISION MEMORANDUM
No. 102-C, S. 2018

BASIC SUPERVISORY DEVELOPMENT COURSE (BSDC)

TO: Public Schools District Supervisors
     Public Elementary School Heads
     Public Secondary/Junior School Heads
     Digos City SHS Stand-Alone
     Schools Division Office Personnel

1. Pursuant to the unnumbered Regional Memo, dated January 19, 2018, entitled “Basic Supervisory Development Course (BSDC)”, all interested would-be-supervisors are hereby invited to attend the said seminar to be conducted by the Civil Service Commission (CSC) ROXI on February 1-2, 2018 at a venue to be announced later.

2. Attendance to the said activity shall be on official business and expenses incurred shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

3. For your information, guidance and compliance.

DR. WINNIE E. BATOOK, CESE
Officer-In-Charge
Office of the Schools Division Superintendent

RELEASED
1-317

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 533-8396/533-8376/533-9170/533-8376
www.depeddigocity.org  digos.city@deped.gov.ph
MEMORANDUM

TO : Schools Division Superintendents/OIC
     Assistant Schools Division Superintendents/OIC

SUBJECT : Basic Supervisory Development Course (BSDC)

January 19, 2018

Please be informed that the Civil Service Commission ROXI will conduct a Basic Supervisory Development Course (BSDC) on February 1-2, 2018 at Davao City (venue to be announced later). Interested would-be-supervisors are invited to attend the said seminar on official business chargeable against local funds.

For immediate dissemination.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV

Incl: CSC RXI Invitation Letter – Basic Supervisory Development Course (BSDC)
January 10, 2018

Director Alberto T. Escobarte
Regional Director
Department of Education
Region 11, F. Torres St.
8000 Davao City

Dear Director Escobarte:

The supervisor is a vital person responsible for providing a critical link between the management and employees who operationalize policies into workplace realities. The supervisor's role is very crucial in the life of an organization.

Aware of these demands, attendance in a Basic Supervisory Development Course (BSDC) is recommended to prepare the would-be-supervisors and equip them with the knowledge and skills in responding to the requirements of the job.

We will be conducting this seminar on February 1-2, 2018 at a venue to be announced later. In this connection, may we invite you to send your section heads and/or would-be-supervisors to this two (2) day workplace learning program.

The course will be conducted on a non-residential basis and a training fee of Two Thousand Four Hundred Pesos Only (P 2,400.00) will be charged per participant to defray expenses for meals, supplies, and other incidental expenses.

Kindly accomplish the attached confirmation slip and send it to our Field Office or Regional Office on or before January 24, 2018. 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.

Furthermore, agencies with confirmed nominees who fail to attend the seminar without prior notice will be billed for the catering expenses for the first day (inasmuch as reservation for food of said participant is already made in advance).

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

Very truly yours,

ANNABELLE B. ROSELL

Director IV

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NOMINATION SLIP

AGENCY: ____________________________ Contact No. ____________________________

Title of Training: Basic Supervisory Dev. Course. - February 1-2, 2017

We will send the following participant/s, namely:

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Bawat Kawani, Lingkid Bay (Head of Agency)

Republic of the Philippines
Civil Service Commission

Date: ______________________

Signature: ______________________

[Stamp: RECEIVED: JAN 18 2018]