DIVISION MEMORANDUM  
No. [29] , S. 2019  

February 11, 2019  

ATTENDANCE IN THE  
PACKAGING MY HERO SEMINAR  

TO: EVANGELINE A. HERNAN - Education Program Supervisor  
TITO S. ENDRINA, Ed.D. - Education Program Supervisor  
CECILE C. UY - Education Program Specialist II-HRD  

1. This has reference to the letter of Adams D. Torres, Director IV, Civil Service Commission Regional Office XI, dated February 7, 2019, regarding the conduct of a program on Packaging My HERO Seminar scheduled on February 22, 2019, in Davao City, at a venue to be announced later.  

2. The objective of the activity is to provide technical assistance to government agencies in recognizing the servant-heroes of their agencies in line with the Civil Service Commission’s (CSC) annual conduct of the Honor Awards Program (HAP) which aims to motivate and inspire government employees to improve their performance and instill deeper commitment to public service, and make every "Public Servant a Servant—Hero".  

3. Relative thereto, you are hereby directed to attend the said activity. The training fee of P2,000.00 (two thousand pesos) per participant and travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.  

4. You are also required to bring your laptops, extension wires and a summary of accomplishments of our potential nominee/s to be used during the workshop; and to accomplish the confirmation slip attached to the abovementioned enclosure and submit it to the CSC Field Office or Regional Office on or before February 15, 2018.  

5. For further information, you may call these numbers: 299-1725/299-1727.  

6. For your guidance and compliance.
February 7, 2019

DR. WINNIE A. BAToon
OIC - Schools Division Superintendent
Department of Education, Digos City Division
Digos City
Davao del Sur

Dear Dr. Batoon:

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 February 22, 2019 in Davao City (Venue to be announced later). A training fee of Two Thousand Pesos (PHP 2,000.00) 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. Please bring also laptop and extension wire.

Please accomplish the attached confirmation slip and send it to our Field Office or Regional Office on or before February 15, 2019. 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 299-1725/299-1727, for further details.

Very truly yours,

ADAMS D. TORRES, CESO IV
Director IV

__________________________

AGENCY: Contact No.
Title of Training: Packaging My Hero
Date: February 22, 2019

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

<table>
<thead>
<tr>
<th>Last Name, First Name, M.I.</th>
<th>Position</th>
<th>Nickname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>