



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**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. BATON, CESE**  
Officer-In-Charge  
Office of the Schools Division Superintendent

CUY-HRD-SGOD

DepEd Schools Division Office of Digos

**RELEASED** 18-317

date: JAN 30 2018 time: 9:51

By:

RECEIVED 902

Date: 25 JAN 2018 Time: 10:31 AM

RECORDS FILE



Republika ng Pilipinas  
KAGAWARAN NG EDUKASYON  
Rehiyon XI  
Lungsod ng Davao  
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000)  
Telefax Nos. (082) 225-0816

January 19, 2018

MEMORANDUM

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

SUBJECT : Basic Supervisory Development Course (BSDC)

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.

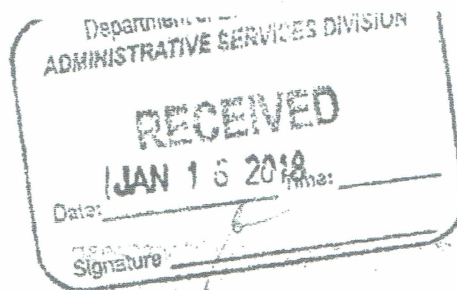
For immediate dissemination.

  
ATTY. ALBERTO T. ESCOBARTE, CESO III  
Director IV

DEPARTMENT OF EDUCATION ROXI  
RECEIVED  
Date: 1/24/2018 10:56 AM

Incl: CSC RXI Invitation Letter – Basic Supervisory Development Course (BSDC)

ROA5/PS/jtg



January 10, 2018

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

1801-0249  
1-15-18 Time: 4:00

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*  
**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:

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

Head of Agency  
**Bawat Kawani, Lingkod Bayan**  
(Signature over Printed Name)

Ecoland Drive, Matina, Davao City 8000 ☎ (082) 2991724/25/27 • (082) 2991118 • cscroll@yahoo.com • www.csc.gov.ph