



Republic of the Philippines  
Department of Education  
Region XII  
Division of Sarangani  
Alabel



September 12, 2013

## ADVISORY

No. 77, S. 2013

**TO: ALL District Heads/ Supervisors  
ALL School Heads (Elementary, Secondary & Integrated)  
ALL Cluster Heads  
Other Personnel Performing as such**

Please be informed that the **CSC – UNDP Supervisory Development Course The New Supervisor: Making A Difference (Track I) on September 16 – 20, 2013 at Villa Princessita, Jabido Compound, Koronadal City.**

Attached is the letter of Director Grace R. Belgado-Saqueton, CSC, Region 12, for your guidance.

For your information.

  
**ISAGANI S. DELA CRUZ**  
Schools Division Superintendent





August 14, 2013

MR. ISAGANI S. DELA CRUZ, CESO V  
Schools Division Superintendent  
Sarangani Division, Capitol Park  
Alabel, Sarangani Province

Dear Supt. Dela Cruz:

The Civil Service Commission Regional Office No. 12 will conduct the **CSC-UNDP Supervisory Development Course The New Supervisor: Making A Difference (Track I)** on **September 16-20, 2013** at **Villa Princessita, Jabido Compound, Koronadal City.**

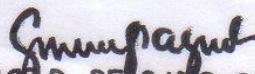
This five-day live-out training is intended for first line-supervisors and would be supervisors who play a significant role in attaining the organization's desire for effective governance. By definition, a first line supervisor is a person directly responsible for performance of the rank and file personnel and reports to a higher supervisor.

A minimal amount of Seven Thousand Pesos (P7,000.00) shall be charged each participant to defray expenses for food (2 snacks, 1 meal) training materials and other incidental expenses. Payments in cash or in check should be remitted to the Civil Service Commission, Regional Office No. 12, Cotabato City.

Please send your nominations not later than **September 10, 2013** to the Human Resource Division, **CSCRO 12, Cotabato City** or to the nearest **CSC Field Office** in your area. For details call us at telephone number **(064) 552-1383** and **(064)390-1503**.

We look forward to the usual cooperation and support you have afforded us in the interest of public service.

Very truly yours,

  
**GRACE R. BELGADO-SAQUETON**  
Director IV

hrd/afe

*In a Race to Serve*  
*Responsive, Accessible, Courteous and Effective Public Service*



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date

**THE REGIONAL DIRECTOR**  
Civil Service Commission  
Regional Office No. 12  
Cotabato City

Dear Sir/Madam:

In connection with the conduct of \_\_\_\_\_  
to be held on \_\_\_\_\_ at \_\_\_\_\_  
the following personnel of this office are hereby nominated.

#	NAMES	POSITION/DESIGNATION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

The registration fee of the nominee(s) shall be remitted to your office on \_\_\_\_\_  
but not later than \_\_\_\_\_.

Please expect them on the training site on the day of the seminar at exactly 8:00AM.

For your information.

Very truly yours,

\_\_\_\_\_  
Print Name & Signature