



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



Advisory No. 03, s. 2015
January 29, 2015

**Trainings on Leave Administration Course for
Effectiveness (LACE)**

To: District Supervisors/ Principals In-charge
School Heads
Administrative Officers/ HRMO
Schools Division Office Personnel
This Division

1. Please be informed that the Civil Service Regional Office XII, Cotabato City will conduct a live-out training on Leave Administration Course for Effectiveness (LACE) on February 5-6, 2015 at FB Hotel, Koronadal City.
2. Participants to this activity are Human Resource Management Officer, Administrative Officers, and other personnel of related functions. The Registration Fee is Two Thousand Four Hundred Pesos (Php 2,400.00) per participant.
3. Traveling expenses, registration fees and other expenses incurred during the said activity is chargeable against local funds/MOOE subject to usual accounting and auditing rules and regulations.
4. For your information and guidance.


ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent

