



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

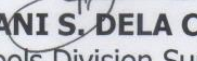


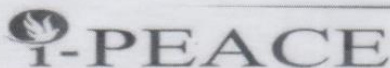
Advisory No. 13 s. 2014
April 2, 2014

**TRAININGS/PROGRAMS OF THE CIVIL SERVICE COMMISSION
FOR THE MONTH OF APRIL 2014**

The Civil Service Commission is inviting participants to the trainings/programs that they will be conducting for the month of April 2014. Please see attached letter-invitation for the list of trainings/programs and for more details.

Please be guided accordingly.


ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent



Integrity-Professionalism, Efficiency, Accountability, Commitment, Equity



Ang batang Sarangan, dapat nasa paaralan



17 March 2014

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

Dear Supt. Dela Cruz:

We are pleased to invite you to send participants to the following trainings/programs slated for the month of April, 2014, to wit:

Public Speaking and Effective Communication Skills (PSECS) Seminar on April 1-2, 2014 in Kidapawan City. The program is designed for all government employees involved in the services as information officers, secretaries and those who are assigned in the functions, such as: organizing, conducting trainings, caucus, press conferences and other related tasks. The registration fee is P2,400 per participant.

Supervisory Development Course (SDC) Track I on April 21-25, 2014 in Koronadal City. The 5-day training/program is intended for the first line supervisors and those would be supervisors who play a significant role in attaining the organization's desire for effective public service delivery and developing a smooth interpersonal relationship among officials and employees. The registration fee is P7,000.00 per participant.

Basic Customer Service Skills (BCSS) on April 24-25, 2014 in Koronadal City. The training is for all the government employees handling frontline services. The registration fee is P2,400.00 per participant.

Appointment Policies & Procedure Training (APPT) on April 28-29, 2014 in Koronadal City. The program is for all Administrative Officers, Human Resource Management Officers and other personnel in-charge in appointment preparation. The registration fee is P2,400.00 per participant.

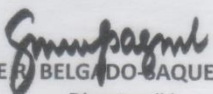
All trainings outlined above are **LIVE-OUT PROGRAMS**.

Payment in cash or in check shall be remitted to the Civil Service Commission, Regional Office No. 12, Cotabato City.

We will be glad to receive the accomplished nomination forms, on or before March 26, 2014 for PSECS, April 15, 2014 for SDC Track I, April 21, 2014 for BCSS and April 23, 2014 for APPT. Nomination/s received within the specified dates will be approved and confirmed provided the maximum number of participants has not yet been reached.

For more details please call us through telephone number (064) 552-1383 or visit the nearest Civil Service Commission Field Office in your area.

Very truly yours,


GRACE R. BELGADO SAQUETON, CPA
Director IV

In a Race to Serve



_____ 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