



Republic of the Philippines  
**REGIONAL COUNCIL OF PERSONNEL OFFICERS 12**  
Gov. Gutierrez Ave, Cotabato City



June 02, 2014



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**GRACE R. BELGADO-SAQUETON, CPA**  
Regional Director, CSC RO XII

**SIR/MADAM:**

Greetings!

The Regional Council of Personnel Officer (RCPO) 12, Inc. in coordination with the Civil Service Commission Region XII will hold its 11<sup>th</sup> Annual Conference on September 24-26, 2014 at JC Complex, Lanao, Kidapawan City, with the themes: "STRENGTHENING SPIRITUALITY: A Key Towards Attaining Peace and Genuine Public Service Delivery".

There are activities lined-up for this 3-day event which would focus on spiritual enhancement of HR practitioners to promote peace and understanding in the workplace for a quality public service delivery and to develop camaraderie, cooperation and teamwork among CPO chapters.

The Honorable Commissioner Nieves L. Osorio of the Civil Service Commission will be the keynote Speaker during the Opening Ceremonies. We have also invited other competent resource persons who are experts in their chosen fields.

In this connection, may we respectfully request the participation of your Human Resource Management Officers, Administrative Officers and other HR Practitioner in your agency/institution. A registration fee of Three Thousand Two Hundred pesos (3,200.00) shall be charged to cover the costs of meals and snacks, training kit and other incidental expenses of the 3-day live-out conference.

We are looking forward to your full support and cooperation for the attainment of the plans and program of the RCPO XII in its desire to pursue quality public service delivery. Enclosed is the registration form/confirmation slip to be respective CPO President/CSC Field Office of each chapter not later than July 15, 2014.

Thank you and more power.

~~Very truly yours,~~

~~JOHNNY G. BALAWAG~~  
President, RCPO 12

NOTED:

*Smuifan*



Regional Conference of RCPO – 12  
September 24-26, 2014  
JC Complex, Lanao, Kidapawan City

CONFIRMATION SLIP

Name	Nickname	Birthday	Contact No.	Department/Office	Position

The above listed name/s of employees from \_\_\_\_\_  
(Name of Agency)

\_\_\_\_\_ are confirmed to attend the Regional Conference of RCPO-12 on  
(Agency Address)

September 24-26, 2014.

\_\_\_\_\_  
Head of Agency  
(Signature over printed name)