



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




Office of the City Schools Division Superintendent

Telefax No.: 0825538396; 0825538376  
Email: [www.sdsdigos@yahoo.com](mailto:www.sdsdigos@yahoo.com)

**DIVISION MEMORANDUM**

No. 353, Series of 2015

TO : **CONCERNED DIVISION, ELEMENTARY AND SECONDARY  
SCHOOLS PERSONNEL WITH HUMAN RESOURCE  
FUNCTIONS**

FROM :  **DEE D. SILVA, DPA**  
Assistant Schools Division Superintendent  
Officer-In-Charge

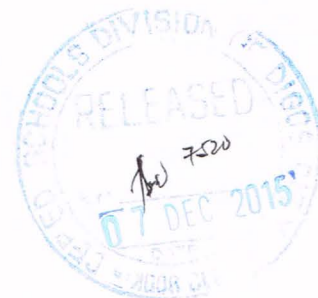
SUBJECT : **COUNCIL OF HUMAN RESOURCE MANAGEMENT  
PRACTITIONERS, YEAR END ACTIVITY**

DATE : December 7, 2015

Pursuant to the letter dated November 12, 2015 of Mary Catherine A. Llanos-Cobias, PCHRMP President and noted by Director Richard T. Oriz of the CSC Davao Del Sur Field Office, you are hereby directed to attend the *“year-end gathering of CHRMP members on December 14 and 15, 2015 at the Eden Nature Park and Resort in Toril Davao City”* with the theme: *“3N1 in December – Convene, Learn, Celebrate”* (copy attached).

Expenses incurred during the said conference shall be chargeable against School MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.

For compliance.



November 12, 2015

**DEE D. SILVA, DPA, CESO VI**  
**Assistant Schools Division Superintendent**  
**Division of Digos City**

Dear Dr. Silva,

Greetings!

The year 2015 has almost ended. The Council Officers and the Civil Service Commission-Davao del Sur Field Office are grateful for the support you have extended to the Programs of the CHRMP and CSC and still looking forward to your continuous support to the development of a corps of well-informed, forward-looking Human Resource Practitioners.

I am pleased to announce the year-end gathering of CHRMP members on December 14 & 15, 2015 at the Eden Nature Park & Resort in Toril, Davao City dubbed as "**3N1 in December – Convene. Learn. Celebrate.**"

| PROGRAM OF ACTIVITIES    |           |  |   |
|--------------------------|-----------|--|---|
| Day 1: December 14, 2015 |           |  |   |
| 9:00 am – 9:30 am        |           | Arrival/Registration/Snacks  |   |
| 9:30 am – 12:00 nn       | Convene   | Organizational Meeting   |   |
| 12:00 nn – 1:00 pm       |           | Lunch  |   |
| 1:00 pm – 4:00 pm        | Learn     | Soft Skills: Why They Matter in the Workplace                        | Mr. Richard T. Ortiz<br>Director II<br>CSC Davao del Sur Field Office |
| 6:00 pm – 10:00 pm       | Celebrate | Christmas Party<br><i>Theme: Pirates of the Caribbean Christmas!</i> |   |
| Day 2: December 15, 2015 |           |  |   |
| 6:30 am – 7:30 am        |           | Breakfast  |   |
| 8:00 am – 12:00 nn       |           | Officers' Meeting  |   |
|                          |           | Day Tour   |   |
|                          |           | Home Sweet Home  |   |

In view of the foregoing, please allow your HRMOs, Public Schools District Supervisors and Principals to attend the said activity.

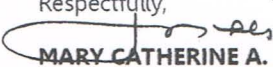
A registration fee of TWO THOUSAND FOUR HUNDRED PESOS (P 2,400.00) will be collected to defray expenses for meals and other incidental expenses. Kindly make your checks payable to COUNCIL OF PERSONNEL OFFICERS OF DAVAO DEL SUR.

For confirmation and more details, please call or text at Ms. Virginia Carpentero at 09399081885 on or before December 07, 2015.

Confirmed participants who fail to attend the activity without prior notice will be billed in as much as reservation for the food has already been made in advance.

Thank you.

Respectfully,

  
**MARY CATHERINE A. LLANOS-COBIAS**  
 President

Noted:

  
**MR. RICHARD T. ORTIZ**  
 Director II  
 Civil Service Commission  
 Davao del Sur Field Office

07 DEC 2015