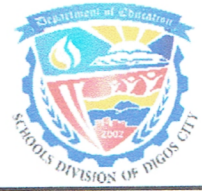




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City




**DIVISION MEMORANDUM**  
No. 073, s. 2018

August 6, 2018

**SEMINAR ON THE 2017 RULES ON  
ADMINISTRATIVE CASES IN THE CIVIL SERVICE**

To: **CONCERNED DIVISION PERSONNEL**  
**SCHOOL HEADS**  
**SCHOOL-IN-CHARGE**  
**SCHOOL TEACHER-IN-CHARGE**

1. Pursuant to the letter dated June 18, 2018 which this Office received on August 3, 2018 of Director Richard T. Ortiz, Director II, Civil Service Commission, DPWH Compound, Lapulapu Street, Digos City, you are hereby enjoined to attend the live-out seminar on the **2017 Rules on Administrative Cases in the Civil Service** for Learning and Development intervention purposes.
2. The second and third batch of the training shall be on **August 8-10, 2018** and **August 22-24, 2018** to be held at Sunny Point Hotel, Maa, Davao City. It is informed that confirmation to attend the said training with the Civil Service shall be made prior to the conduct of the seminary.
3. A registration fee of **Php. 3,600.00** shall be collected from each participants to defray the expenses of the said training which shall be chargeable to the School MOOE and/or Local Funds subject to the usual accounting rules and regulations.
4. For immediate dissemination and guidance.

  
**WINNIE E. BATOON, Ed. D.**  
Officer in Charge  
Office of the Schools Division Superintendent

**DepEd Schools Division Office**  
**RELEASED**  
13628  
Date: 6 AUG 2018 Time: 2:14  
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Encls: as stated  
References: letter date June 18, 2018  
To be indicated in the Perpetual Index under the following subjects:  
SUBJECT: 2017 RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE

admin5: Seminar on the 2017 Rules on Administrative Cases in the Civil Service  
6 August 2018



**The CSC in Davao del Sur**  
 Currently Serving Both Provinces of Davao del Sur and of Davao Occidental  
 Digos City

*1117 / 1*  
*Mike Alonzo*

*You may*  
*afford his permit.*

*Wep*

RECEIVED 13688  
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June 18, 2018

**WINNIE E. BATOON, Ed.D.**  
 Schools Division Superintendent  
 Department of Education Digos City Division Office  
 Roxas Street, Digos City


Dear Dr. Batoon:

The Civil Service Commission Regional Office in Davao City will be holding a three-day, live-out seminar on the 2017 Rules on Administrative Cases in the Civil Service in three batches exclusively for government officials and employees based in the provinces of Davao del Sur and of Davao Occidental, as follows:

- First Batch: July 31 – August 2, 2018;
- Second Batch: August 8 – 10, 2018; and
- Third Batch: August 22 – 24, 2018.

The venue of the seminar will be in Davao City and the registration fee is P3,600 per participant. Government officials and employees are welcome to attend, especially the legal officers, the administrators, and the human resource management practitioners, such as district and school heads. Only a maximum number of 70 participants will be admitted in each batch, hence, admission will be on a first-come-first-served basis. This means that you may now nominate those whom you will send to the seminar so that they will be assured of slots, as many government workers are expected to attend this seminar. In doing this, kindly send to me an expression of confirmation of participants, or you may call or text Ms. Margie Yap (a member of my staff) at 09399295512, citing the complete names of such participants, their respective positions, and the preferred batch they will intend to join. Their registration fees may also be paid in advance in my office so that they will avoid having to queue on the first day of the seminar in order to register.

Very truly yours,

  
**RICHARD T. ORTIZ**  
 Director II