



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

**DIVISION MEMORANDUM**  
No. 064, s. 2023

**April 25, 2023**

**ATTENDANCE TO SUPERVISORY DEVELOPMENT COURSES TRACK 1  
AND 2 FOR SCHOOL LEADERS**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Concerned Public School Heads  
Concerned SDO Personnel

1. This is in reference to the Letter of Invitation by the Civil Service Commission Region XI dated April 17, 2023, signed by Cyril-Nathan SM. Eamiguel, Director IV, re: 2023 1<sup>st</sup> Semester Online Learning Program Offerings, which will be delivered through online platform via Zoom Meeting.
2. The Supervisory Development Course (SDC): Aims to recognize potential stressors and learn to convert/transform such into opportunity for success; Concretize the difference between the supervisor's responsibilities and the non-management staff and, redefine power and leadership within the context of participatory management and empowered organization.
3. The list of Learning and Development programs offered may be accessed thru this link: <https://bit.ly/CSCTC3>.
4. The participants are the following:
  1. Peter-Jason C. Senarillos
  2. Inda Nacua
  3. Edsel Nacua
  4. Aldin Barsalote, Jr.
  5. Aimee Amor C. Porto
  6. Cherrie Anne B. Bohol
  7. Rachel R. Pogoy
5. Please be guided with the schedules below:

Supervisory Development Course Track 1 (SDC T1)	June 5-9, 13-16, & 19, 2023-(10 sessions/ 8am-12nn)
Supervisory Development Course Track 2 (SDC T2)	June 20-23, &26-27, 29-30, & July 3-4,2023-( 10 sessions/8am-12nn)



6. The registration fees of Php 8,000.00 per head in every course are charged to 2023 GAA Funds subject to the usual accounting and auditing rules and regulations.
7. For guidance and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO**  
OIC-Schools Division Superintendent  
*Melanie P. Estacio*

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
29-101177  
DATE: MAY 03 2023 TIME: 10:54am  
BY: *CM*

Budgetary Requirements:

1. SDC T1- Php 56,000.00
2. SDC T2- Php 56,000.00
- Total-----Php 112,000.00

Approved 2023 WFP

1. SDC T1- Php 50,000.00
2. SDC T2- Php 50,000.00
- Total-----Php 100,000.00

Bumped-Off Activity- Php 25,800.00


Orientation and Provision of Technical Assistance: Administrative Services to DepEd Employees due for Retirement on March 31, 2023

Lacking Amount- Php 37,800.00

To be bumped-off to Attendance to Regional Assembly of Education Leaders (RAEL)

Prepared by:

  
**RONALD B. DEDACE**  
SEPS

Funds Available: ₱ 112,000.-  


**NEPTUNE L. TAMBILAWAN**  
Budget Officer  
4/25/23



**Republic of the Philippines**  
**Department of Education**

**DATE :** April 25, 2023  
**ATC No :** ATC-  
**FOR :** MELANIE P. ESTACIO  
*OIC-Schools Division Superintendent*  
**FROM :** RONALD B. DEDACE  
*SEPS*

**SUBJECT :** Attendance to Supervisory Development Courses

NAME OF PROGRAM(S)/ PROJECT(S) OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target
	OC-20-HRTD-001 Activity Code	Train School Leaders and strengthen support mechanism for all personnel (policy, system & process)  Name of Activity Attendance to Supervisory Development Courses	1
<b>ACTIVITY/IES TO BE BUMPED-OFF AND ITS CODE(S)</b>	Activity Code	Name of Activity	Signing Authority/ies Amount
	AC-20-HRTD-001	Attendance to RAEL	100,000.00
		<b>Grand Total</b>	100,000.00
<b>JUSTIFICATION FINANCIAL REQUIREMENTS</b>	Additional number of participants for the food and venue Activity Code	Name of Activity Attendance to Supervisory Development Courses	Amount
			37,800.00
<b>ANNEXES</b>	1. Activity Design/Program of Activities 2. Accomplished Purchase Request (PR), if any 3. Portion of the approved WFP where activities are stipulated.		

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.

Prepared by:

*Ronald B. Dedace*  
**RONALD B. DEDACE**  
 SEPS-HRD

Funds Available: ₱ 77,800

*Neptune L. Tambilawan*  
**NEPTUNE L. TAMBILAWAN**  
 Budget Officer 4/25/23

Approved by:

**MELANIE P. ESTACIO**  
 OIC-Schools Division Superintendent



April 17, 2023

**MELANIE P. ESTACIO**

OIC-Schools Division Superintendent  
DepED Digos City Division  
P9X5+Q56, Roxas St, Digos City, Davao del Sur

**Subject: 2023 1<sup>st</sup> Semester Online Learning and Development  
Program Offerings**

Reference No. CSCROXIHRD20230131-L05-001

Dear *Ms. Estacio*:

The Civil Service Commission, being the central human resource institution of the government and as part of the Commission's mandate to provide appropriate Learning and Development (L&D) interventions for all human resource across the bureaucracy, invites all interested participants to our scheduled L&D Programs for the First Semester of 2023, which will be delivered through online platform via Zoom.

The list of Learning and Development (L&D) programs offered may be accessed using this URL:

<https://bit.ly/CSCTC3>.

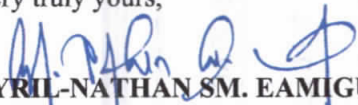
Payment of the registration fees shall be made payable to Civil Service Commission (*Account Number 0162-0317-32, Land Bank Claveria*), through **List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA), Over-the-Counter at CSC Regional Office XI and or its Field Offices**, or through **Landbank LinkBizPortal** (<http://bit.ly/cscro11-agencypaid>).

We request that copy of the machine validated payment/ or Official Receipt be sent to [ro11.hrd@csc.gov.ph](mailto:ro11.hrd@csc.gov.ph) copy furnished [ro11@csc.gov.ph](mailto:ro11@csc.gov.ph) bearing the name of the L&D Program, its schedule and the name of the registrant.

Confirmed registrants will be given the webinar link through their registered email address and will be issued Certificate of Completion, subject to compliance with all program requirements.

For more information and clarification, you may contact the Human Resource Division of this Office at telephone number (082) 299-1724; mobile number at 0991-395-2018 or through email at [ro11.hrd@csc.gov.ph](mailto:ro11.hrd@csc.gov.ph).

Very truly yours,

  
**CYRIL-NATHAN S.M. EAMIGUEL**  
Director IV  
20230104-HRD-NCHB

Bawat Kawani, Lingkod Bayani

## RATE OF ONLINE L&D PROGRAMS

- 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (ORAOHRA)** - Php 4,800.00/pax
- Alay sa Bayan (ALAB)** - Php 4,800.00/pax
- Basic Customer Service Skills (BCSS)** - Php 3,200.00/pax
- Basic Supervisory Development Course (BSDC)** - Php 3,200.00/pax
- Financial Education Training (FinEd)** - Php 3,200.00/pax
- Gender Sensitivity Training (GST)** - Php 1,600.00/pax
- Leave Administration Course for Effectiveness (LACE)** - Php 3,200.00/pax
- Pre-Retirement Counselling Seminar (PRCS)** - Php 4,800.00/pax
- Packaging My Hero** - Php 1,600.00/pax
- Public Service Ethics and Accountability (PSEA)** - Php 3,200.00/pax
- Recruitment Selection and Placement (RSP) for PRIME-HRM Maturity Level 2** - Php 4,800.00/pax
- Seminar on Administrative Justice (SOAJ)** - Php 4,800.00/pax
- Strategic Talent Acquisition on Recruitment (STAR)** - Php 3,200.00/pax
- Supervisory Development Course Track 1 (SDC 1)** - Php 8,000.00/pax
- Supervisory Development Course Track 2 (SDC 2)** - Php 8,000.00/pax **(Completion of SDC T1 required)**
- Values Orientation Workshop (VOW)** - Php 4,800.00/pax
- Workplace Engagement Competency Profiling (WECP)** - Php 3,200.00/pax

- 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (ORAOHRA)**  
June 20-27, 2023 - (6 sessions/ 1 PM - 5 PM)
- Public Service Ethics and Accountability (PSEA)** - May 16-19, 2023 - (4 sessions / 1 PM- 5 PM)
- RSP for PRIME-HRM Maturity Level 2** - May 23-26, & 29-30, 2023 - (6 sessions/ 8 AM - 12 NN)
- Seminar on Administrative Justice (SOAJ)** - June 5-9, & 13, 2023 - (6 sessions/ 1 PM - 5 PM)
- Strategic Talent Acquisition on Recruitment (STAR)** - May 2-5, 2023 - (4 sessions / 1 PM- 5 PM)
- Supervisory Development Course Track 1 (SDC T1)** - June 5-9, 13-16, & 19, 2023 - (10 sessions / 8 AM - 12 NN)
- Supervisory Development Course Track 2 (SDC T2)** - May 15-19, & 22-26, 2023 - (10 sessions / 8 AM - 12 NN)
- Supervisory Development Course Track 2 (SDC T2)** - June 20-23, & 26-27, 29-30, & July 3-4, 2023 - (10 sessions / 8 AM - 12 NN)
- Values Oriented Workshop (VOW)** - May 8-12 & 15, 2023 - (6 sessions / 1 PM - 5 PM)



Civil Service Commission Regional Office XI

## 2022 2<sup>nd</sup> SEMESTER WORKPLACE LEARNING PROGRAM

**Basic Supervisory Development Course (BSDC)** - Aims to help supervisors examine enormous resources available in managing employees and measure ways of attaining results

**Supervisory Development Course (SDC)**: Aims to recognize potential stressors and learn to convert/transform such into opportunity for success; Concretize the difference between the supervisor's responsibilities and the non-management staff and, redefine power and leadership within the context of participatory management and empowered organization.

**Leave Administration Course for Effectiveness (LACE)**: Aims to discuss the rationale of leave benefits for government employees; Enumerate the kinds of leave and its legal bases; Compute accurately the leave benefits of public servants; and Conduct an echo training course on leave administration in their respective offices

**Seminar on Administrative Justice (SOAJ)**: Aims to inform and educate on the revisions of the 2017 Rules on Administrative Cases; and, Explain and analyze recent SC Decisions and CSC Decisions/Resolutions in applying the provisions of the RACCS. The topics about legal writing and mock trial were included so that participants will be able to have a first-hand experience in writing legal

documents and how trial is being conducted.

**Pre-retirement Counselling Seminar (PRCS)**: Aims to understand, and be familiar with, the existing laws, issuances, requirement and procedures affecting retirement; To find ways to remain productive members of the society; and, Enhance and promote a positive outlook on the life after retirement.

**Alay sa Bayan (ALAB)**: Aims to share one's personal history, strengths, potentials and resources and how can these be harnessed in service to the nation; Discuss how one's personal vision and orientation in life/work can be integrated within a national vision; Illustrate a deep sense of belonging among new government entrants by making an individual personal commitment to give one's best in work; and Formulate a six-month action plan based on the values identified as necessary for effectiveness and efficiency.

**Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)**: Aims to equip the Human Resource practitioners and members of HRMPSB with knowledge, skills, attitude and tools necessary for them to become proficient in the performance of their functions.



**Local Governance Forum (LGF)** : This course is exclusively offered to all local elective officials, department heads, and human resource practitioners to be able to enhance the knowledge on the four Rs of human resource management, specifically Recruitment, Retention, Rewards and Recognition, and Retirement, as well as the emerging trends on local governance and its alignment to various HR initiatives and Organizational Development.

**Public Service Ethics and Accountability (PSEA)**: Aims to understand the principles, policies and program on public personnel administration; and to appreciate the ethical and accountability implications.

**Values Orientation Workshop (VOW)**: To clarify one's long-existing values; Aims to express commitment to chosen values; and, To formulate an action plan in support for the commitments made.

**Gender Sensitivity Training (GST)**: aims to personalize the issues of gender and development; Enhance and/or strengthen gender awareness and capacities; and, Affirm continuous personal development in gender and development.

**Building an Effective Work Team (BEWT)**: aims to understand the role, tasks and responsibilities of employees as members of the organization and to appreciate and accept the differences of team members as important ingredient for success.

**Workplace Learning Program on Strategic Performance Management Systems**

**(SPMS)**: aims to concretize the link of organizational performance with the Philippine Development Plan, the Agency Strategic Plan, and the Organizational Performance Indicator Framework; Link performance management with other HR systems and ensure adherence to the principle of performance-based tenure and incentive system.

**Basic Customer Service Skills (BCSS)**: aims to cultivate positive work attitude particularly the value of courtesy in the delivery of prompt and adequate services to the public.

**Workplace Engagement Competency Profiling (WECP)**: aims to implement a competency-based human resource by establishing a competency profile for every position.

**Strategic Talent Acquisition on Recruitment (STAR)**: aims to understand the application of Behavioral Event Interview (BEI) in recruitment and selection work;


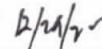



**Department of Education**

Office Code : 11006  
 Office Name : Schools Governance and Operations Division (Digos City Division)  
 Fiscal Year : 2023

**FY 2023 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM**

Output Code (OC)	Programs/ Projects	Output	Activity Code (AC) Milestone	Activities	Performance Indicator (Activity, Output & Milestone)	2022 Accomplishments			
						Actual (Jan-Sept)	Estimate (Oct-Dec)	Jan.	Feb.
310500100001000 - Human resource development for Personnel in Schools, and Learning Centers									
HUMAN RESOURCE DEVELOPMENT FOR PERSONNEL IN SCHOOLS AND LEARNING CENTERS									
		DepEd Personnel Capacitated on various training workshops			Number of personnel capacitated			0	0
				Attendance to Regional Assembly of Education Leaders (RAEL)	Number of trainings conducted			0	0
				Attendance to Supervisory Development Course 1	Number of trainings conducted			0	0
				Attendance to Supervisory Development Course 2	Number of trainings conducted			0	0
				Year-End Performance Review and Evaluation cum Spirituality	Number of trainings conducted			0	0
				Attendance/Participation to various learning and development prograams	Number of trainings conducted				
<b>TOTAL</b>									

Prepared:  
  
 RONALD B. DEDACE  
 SEPS  
 Date: 


Reviewed:  
  
 SOLLIE B. OLIVER 12/29/23  
 CHIEF ES SGOD  
 Date :

FY 2023 PHYSICAL TARGET															Ft
1	Q2					Q3				Q4				Total Physical	UACS Code
Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov.	Dec.	Total		
0	0	0	0	0	0		0					0	0	0	310500100001000
0	0	0	0	60	60		0	0	0	0	0	0	0	60	310500100001000
0	0	0	0	60	60	0	0	0	0		0	0	0	60	310500100001000
0	0	0	0	0	0	0	0	0	0	0		0	0	0	310500100001000
0	0	0	0	0	0	0	0			0	0	0	0	0	310500100001000


Recommending Approval:


  
**BASILIO P. MANA-AY JR.**  
 Assistant Schools Division Superintendent  
 Date :


Approved:

  
**CRISTY C. EPE**  
 Schools Division Superintendent  
 Date :

Fund Source		With Procurement (Y/N)	Classification (GASS, STO, MFO 1,2,3)	Allotment Class (PS, MOOE, CO)	FY 2022 Obligation			Total Obligation	Q1			Q2			FY 2023	
Fiscal Year FY 2022/2023	Others				Total	Actual (Jan-Sept)	Estimate (Oct-Dec)		Jan.	Feb.	Mar.	Total	Apr.	May	June	
2023																
2023		N	Operations	MOOE	0.00			100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	
2023		Y	Operations	MOOE	0.00			50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	
2023		Y	Operations	MOOE	0.00			50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	
2023		Y	Operations	MOOE	0.00			300,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2023		N	Operations	MOOE	0.00			342,000.00							42,000.00	
					0.00	0.00	0.00	842,000.00	0.00	0.00	0.00	0.00	0.00	0.00	242,000.00	

Prepared:  
  
**RONALD B. DEDACE**  
 SEPS  
 Date: 12/29/22

Reviewed:  
  
**SOLLIE B. OLIVER**  
 CHIEF ES SGOD  
 Date:

Funds Availability:  
  
**NEPTUNE L. TAMBILAWAN**  
 Administrative Officer V - Budget  
 Date: 12/29/22

OBLIGATION PROGRAM													
Total	Q3				Q4				For Downloading (Y/N)	Total Cash Program	Tax Remittance Advice	Program, Net of TRA	Total Disbursement
	July	Aug.	Sept.	Total	Oct.	Nov.	Dec.	Total					
100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N	100,000.00	5,000.00	95,000.00	50,000.00
50,000.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	N	50,000.00	2,500.00	47,500.00	50,000.00
50,000.00	0.00		0.00			0.00	0.00	0.00	N	50,000.00	2,500.00	47,500.00	50,000.00
0.00	0.00				0.00	0.00	300,000.00	300,000.00	N	300,000.00	15,000.00	285,000.00	300,000.00
42,000.00	50,000.00	50,000.00	50,000.00	150,000.00	50,000.00	50,000.00	50,000.00	150,000.00	N	342,000.00			
242,000.00	50,000.00	50,000.00	50,000.00	150,000.00	50,000.00	50,000.00	350,000.00	450,000.00		842,000.00	25,000.00	475,000.00	450,000.00

Recommending Approval:


  
**BASILIO P. MANA-AY JR.**  
 Assistant Schools Division Superintendent  
 Date :

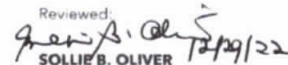
Approved:


  
**CRISTY C. EPE**  
 Schools Division Superintendent  
 Date :

**FY 2023 MONTHLY DISBURSEMENT PROGRAM**


Q1				Q2				Q3				Q4			
Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov.	Dec.	Total
0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	120,000.00	120,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78,000.00	0.00		78,000.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			300,000.00	300,000.00
0.00	0.00	0.00	0.00	0.00	0.00	170,000.00	170,000.00	0.00	0.00	0.00	0.00	78,000.00	20,000.00	300,000.00	398,000.00

Prepared:   
**RONALD B. DEDEACE**  
 SEPS  
 Date: / 12/29/22

Reviewed:   
**SOLLIE B. OLIVER**  
 CHIEF ES SGOD  
 Date: 12/29/22

Fund Availability:   
**NORIELLE A. MISAL**  
 Accountant III  
 Date:

Recommending Approval:   
**BASILIO F. MANA-AY JR.**  
 Assistant Schools Division Superintendent  
 Date:

Approved:   
**CRISTY C. EPE**  
 Schools Division Superintendent  
 Date: