



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2023- 747

To: : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
SDO Non-Teaching Personnel  
School-Based Non-Teaching Personnel  
Public School Teachers

Subject : **INFORMATION ON THE WELL-BEING CENTRIC LEADERSHIP OF THE CIVIL SERVICE INSTITUTE (CSI)**

Date : August 1, 2023

This is in reference to Regional Memorandum HRDD-2023-193 dated July 27, 2023 signed by Marilyn B. Madrazo, EdD, Chief, PPRD, Officer-In-Charge, re: Information on the Well-Being Centric Leadership of the Civil Service Institute (CSI) on August 1-3, 2023 via Zoom Meeting platform.

The attendance to the said learning and development programs is voluntary basis, therefore, the compliance to DO No. 9,s. 2005 on Instituting Measures to Increase Engaged Time-on-Task is hereby directed.

All other details of the said activity are found in the enclosures for ready reference.

For the information and guidance.

For and in the absence of the OIC-SDS:

*Cherrie Anne B. Bohol* 08/01/23  
**CHERRIE ANNE B. BOHOL**  
Education Program Supervisor  
Officer-In-Charge  
*8/1/23*

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
23-105807  
DATE: AUG 01 2023 TIME: 1:57 PM  
BY: *[Signature]*

Enclosed: As stated  
SGOD/rbd



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Ed Schools Division of Digos (R)

RECORDS SECTION

RESERVED

DATE: 31 JUL 2023

BY: *[Signature]*

105807  
4:28

Office of the Regional Director

**REGIONAL MEMORANDUM**

HRDD-2023-187

To : Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Functional Divisions

Subject: INFORMATION ON THE WELL-BEING CENTRIC LEADERSHIP  
OF THE CIVIL SERVICE INSTITUTE (CSI)

Date : July 27, 2023

The Civil Service Institute (CSI) of the Civil Service Commission (CSC) invites officials and employees for an online training on **Well-Being Centric Leadership** on August 1-3, 2023. Details are in the enclosure.

Relative to this, the participation of School Heads and Teachers to the above mentioned program is on voluntary basis only. Hence, SDOs are hereby reminded to ensure compliance to DO 030 s.2021 on the allowable expenses, utilization of HRD Funds, and the procurement of services from the NEAP-Recognized Learning Service Providers (LSPs), as stipulated in the Multi-Year Implementing Guidelines.

In view of the foregoing, adherence to DO 9 s. 2005 on Instituting Measures to Increase Engaged Time on Task shall be observed.

Immediate dissemination on this Memorandum is desired.

**ALLAN G. FARNAZO**  
Director IV *AB*

Enclosed: As Stated.

ROHS/mbt

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

DATE: *July 31, 2023*  
*22133*

By the Authority of the Regional Director:

*Marilyn B. Madrazo 7/27/2023*  
**MARILYN B. MADRAZO, EdD.**  
Chief, PPRD  
Officer-In-Charge



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified



25 July 2023

Dear Sir/Ma'am:

Warmest greetings from the Philippine Civil Service Commission (PCSC)!

The Civil Service Institute (CSI), the learning and development hub of the Civil Service Commission (CSC), wishes to invite officials and employees from your organization to the:

**WELL-BEING CENTRIC LEADERSHIP**  
*1-3 August 2023*

This will enable participants to propagate and sustain positive cultures and working environment that will strengthen employee wellness, engagement, empowerment and productivity.

- Target Participants : Executives, Directors, Managers, and Division Chiefs or equivalent positions
- Training Fee : PHP4,800
- Training Hours : 24 leadership and managerial
- Course Administrator : Ms. Rubie Grace M. Nobleza
- Venue : via Zoom Platform
- Email : [csc.wleadership@gmail.com](mailto:csc.wleadership@gmail.com)

Interested participants are advised to email for further instructions or may register through this link: <https://shorturl.at/jDS03>. You may refer to the course briefs for details or contact our Course Administrator at telephone numbers 8931-4182 or 8931-7935 locals 301-305 or to the email address of the Public Service Values.

Thank you.

Very truly yours,

  
**CHARLENE JOY E. GALANG**  
Chief HR Specialist  
Civil Service Institute

**Bawat Kawani, Lingkod Bayani**