



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

DIVISION MEMORANDUM
No. 017, s. 2025


February 25, 2025

**ATTENDANCE IN PROFESSIONAL DEVELOPMENT PROGRAM FOR THE SDO
PERSONNEL AND SCHOOL-BASED NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Public School Heads
Concerned SDO Personnel
Concerned School-Based Non-Teaching Personnel

1. This is in reference to the Invitation of Civil Service Commission Region XI, re: 2025 1st Semester Learning and Development Program Offerings via Zoom.
2. You are hereby directed to attend the training on Basic Customer Service Skills (BCSS) on April 2-3, 2025, 8AM-12NN and 1PM-5PM.
3. Attached are the List of Participants and the Work Action Plan for ready references.
4. The registration fees of the participants are charged to 2024 OPDNTP Funds subject to the usual accounting and auditing rules and regulations.
5. The participants are advised to register online thru this link <https://bit.ly/CSC2025REG>.
6. For information, dissemination, and compliance.

For and in the absence of the SDS Schools Division Superintendent:


SOLLIE B. OLIVER, JR., MATE
Chief ES, SGOD
Officer-In Charge

Schools Division of Digos City

RECORDS SECTION

RELEASED

DATE: FEB 25 2025 TIME: 2:00 PM

BY: 

Enclosed: As stated
SGOD/rbd



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
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List of Participants

No.	Positions	Last Name	First Name	Middle Name	Office
1	ADMINISTRATIVE AIDE VI	ALBINO	TIFFANY	TAGAB	CID
2	ADMINISTRATIVE AIDE IV	YAMOMO	KRISTEL JOY	ROLLAN	DICNHS
3	ADMINISTRATIVE AIDE III	TAGALOG	DEMI MOORE	GENOZA	DICNHS
4	ADMINISTRATIVE ASSISTANT III	DE GUIA	MICHELLE	DACALLOS	OFFICE OF THE SDS
5	ADMINISTRATIVE ASSISTANT III	PELLETERO	BEA	PAQUERA	OFFICE OF THE SDS
6	ADMINISTRATIVE ASSISTANT III	AREVALO	DE JEAN	GRAGASIN	DULANGAN ES
7	ADMINISTRATIVE ASSISTANT II	CARIQUITAN	PRECIOUS	DANA	ISAAC ABALAYAN ES
8	ADMINISTRATIVE ASSISTANT II	BAGANDO	CHINDY	ESTOYA	OFFICE OF THE SDS
9	ADMINISTRATIVE ASSISTANT II	CASONO	ELJANE	GHOL	SOONG ES
10	ADMINISTRATIVE ASSISTANT III	MABINI	MARK JAYSON	CUTA	Kapatagan NHS
11	ADMINISTRATIVE ASSISTANT II	DUGASAN	GERALYN	LAZARTE	Kapatagan NHS
12	ADMINISTRATIVE ASSISTANT III	OBENZA	MERLYN	ESTOMO	OFFICE OF THE SDS
13	ADMINISTRATIVE ASSISTANT II	GEBANA	JAYSON	GUZMAN	OFFICE OF THE SDS
14	ADMINISTRATIVE ASSISTANT II	TABALBA	ETHEL	MASCARDO	OFFICE OF THE SDS
15	ADMINISTRATIVE ASSISTANT I	TAMBILAWAN	LEA NIÑA	CABALLERO	OFFICE OF THE SDS
16	ADMINISTRATIVE AIDE VI	LUAYON	LERMALYN	DOCTOLERO	OFFICE OF THE SDS
17	ADMINISTRATIVE AIDE VI	MENDEZ	JIHAN JANE	CAGAS	OFFICE OF THE SDS
18	ADMINISTRATIVE AIDE VI	TAMPICO	MAUREEN	AREVALO	OFFICE OF THE SDS
19	ADMINISTRATIVE AIDE VI	ROJO	NIÑO VINCENT	DAYANON	OFFICE OF THE SDS
20	ADMINISTRATIVE AIDE VI	ALTAMERA	CHARISS	MAGLUCOT	OFFICE OF THE SDS
21	ADMINISTRATIVE AIDE VI	REBOSQUILLO	QUEEN KRIS ANTONNETTE	QUILATON	OFFICE OF THE SDS
22	ADMINISTRATIVE ASSISTANT III	GAYUD	ROTSSEN RAY	NEROSA	OFFICE OF THE SDS
23	ADMINISTRATIVE ASSISTANT III	DEVALGUE	MARY ANN	IBAÑEZ	OFFICE OF THE SDS
24	ADMINISTRATIVE ASSISTANT III	IBAÑEZ	MARIFLOR	ESPINOSA	OFFICE OF THE SDS
25	ADMINISTRATIVE ASSISTANT III	CLEMENTE	REGIE	VILLARICO	OFFICE OF THE SDS
26	ADMINISTRATIVE ASSISTANT II	TUMULAC	JESA	ESPE	KAPATAGAN NHS



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WORK ACTION PLAN

PLEASE PRINT ALL INFORMATION REQUESTED	
NAME	POSITION TITLE / DESIGNATION
WORK STATION (School / Office Unit)	SCHOOLS DIVISION OFFICE
SERVICE PROVIDER (Name of DSP/LSP)	PROGRAM / COURSE TITLE
	REGION
	COURSE DATE

Workplace Development Objective	Situationer <i>Describe current situation problem or opportunity in your workplace that you need to address through your REAP.</i>	Date Implementation	Expected Output	Expected Beneficiaries	Success Indicators: <i>What will serve as evidence of success of the REAP?</i>	Remarks

Prepared By: _____

Approved By: _____

Signature of Scholar / Date _____

Name and Signature of Immediate Supervisor of Scholar / Date _____



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**2025 1st Semester Learning and Development Program Offerings
via Zoom**

SCHEDULE	NO. OF HOURS/TYPE OF TRAINING	COURSE TITLE/FEE
February 5-6, 2025 2 days 8 AM – 12 NN / 1 PM – 5 PM	16 (Foundation)	Public Service Ethics and Accountability (PSEA) Php3,200.00
February 10-14, 2025 5 days 8 AM – 12 NN / 1 PM – 5 PM	40 (Supervisory)	Supervisory Development Course Track I (SDC I) Php8,000.00
February 17-18, 2025 2 days 8 AM – 12 NN / 1 PM – 5 PM	16 (Technical)	Basic Customer Service Skills (BCSS) Php3,200.00
February 19-20, 2025 2 days 8 AM – 12 NN / 1 PM – 5 PM	16 (Supervisory)	Basic Supervisory Development Course (BSDC) Php3,200.00
February 26-27, 2025 2 days 8 AM - 12 NN/1 PM - 5 PM	16 (Technical)	Leave Administration Course for Effectiveness (LACE) Php3,200.00
March 3-7, 2025 5 days 8 AM – 12 NN/1 PM – 5 PM	40 (Supervisory)	Supervisory Development Course Track II (SDC II) Php8,000.00
March 12-13, 2025 2 days 8 AM - 12 NN/1 PM - 5 PM	16 (Leadership and Management)	Organizational Resilience for Leaders (ORL) Php3,200.00
March 19-20, 2025 2 days 8 AM - 12 NN / 1 PM - 5 PM	16 (Foundation)	Public Service Ethics and Accountability (PSEA) Php3,200.00
March 24-27, 2025 4 days 8 AM – 12 NN / 1 PM – 5 PM	32 (Supervisory)	Supervisory Development Course Track III (SDC III) Php6,400.00
April 2-3, 2025 2 days 8 AM - 12 NN / 1 PM - 5 PM	16 (Technical)	Basic Customer Service Skills (BCSS) Php3,200.00
April 14-16, 2025 3 days 8 AM - 12 NN/1 PM - 5 PM	24 (Technical)	2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (ORAOHRA) Php4,800.00
April 21-25, 2025 5 days 8 AM – 12 NN / 1 PM – 5 PM	40 (Supervisory)	Supervisory Development Course Track I (SDC I) Php8,000.00
April 28-30, 2025 3 days 8 AM - 12 NN/1 PM - 5 PM	24 (Technical)	Seminar on Administrative Justice (SOAJ) Php4,800.00

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May 7-8, 2025 2 days 8 AM - 12 NN/1 PM - 5 PM	16 (Technical)	Financial Education Training (FinEd) <u>Php3,200.00</u>
May 13-14, 2025 2 days 8 AM - 12 NN/1 PM - 5 PM	16 (Supervisory)	Basic Supervisory Development Course (BSDC) <u>Php3,200.00</u>
June 9-10, 2025 5 days 8 AM - 12 NN/1 PM - 5 PM	16 (Foundation)	Public Service Ethics and Accountability (PSEA) <u>Php3,200.00</u>
June 16-20, 2025 5 days 8 AM - 12 NN/1 PM - 5 PM	40 (Supervisory)	Supervisory Development Course Track II (SDC II) <u>Php8,000.00</u>
June 24-25, 2025 2 days 8 AM - 12 NN /1 PM - 5 PM	16 (Supervisory)	Basic Supervisory Development Course (BSDC) <u>Php3,200.00</u>
June 26-27, 2025 2 days 8 AM - 12 NN /1 PM - 5 PM	16 (Technical)	Basic Customer Service Skills (BCSS) <u>Php3,200.00</u>

FREQUENTLY ASKED QUESTIONS:

How to register to CSC XI's Workplace Learning Programs

To register:

1. Access this URL: <https://bit.ly/CSC2025REG>
2. Fill out all information needed for the L&D Registration
3. After successful registration, you will receive an email confirming your registration.
4. Submission of a clear copy of the successful payment of the registration fee to ro11@csc.gov.ph copy furnished ro11.hrd@csc.gov.ph **one (1) week or earlier** before the conduct of the program. Otherwise, a *promissory note* (*download link: <https://bit.ly/CSCPN>*) *duly approved by the agency head shall be submitted.*
5. After compliance with the preceding steps, you will receive the webinar link for the L&D program chosen at least one (1) working day before its conduct.

What to do if the confirmation email is not received?

If the confirmation email is not received, you may have entered an inactive email address, misspelled email address or you were not able to complete the registration form. Should this be the case, you may email us at ro11.hrd@csc.gov.ph

Bawat Kawani, Lingkod Bayani

2025 | 1st Semester

LEARNING & DEVELOPMENT PROGRAM OFFERINGS

Register
Now



bit.ly/CSC2025REG

Basic Customer Service Skills

TECHNICAL

8:00 AM - 12:00 PM | 1:00 PM - 5:00 PM

INFO



via Zoom

2

days

16

training
hours

₱ 3,200

registration fee

DATES

FEBRUARY

17-18

APRIL

2 - 3

JUNE

26-27



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