



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025-182

To : FRANCIS JUDE D. ALCOMENDRAS, Administrative Officer V  
MYHERRA FAYE L. BALINGIT, Administrative Officer IV

Subject : 2017 OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN  
RESOURCE ACTIONS, REVISED 2018 (ORAOHRA)

Date : July 7, 2025

With reference to a letter from Civil Service Regional Office XI dated April 28, 2025 signed by Cyril-Nathan SM. Eamiguel, Director IV, you are requested to join the **2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (ORAOHRA)** on August 18-20, 2025 via Zoom platform.

The fee per participant is Php 4,800.00. Participants must register at <https://bit.ly/CSC2025REG>.

The expenses incurred relative to the activity are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

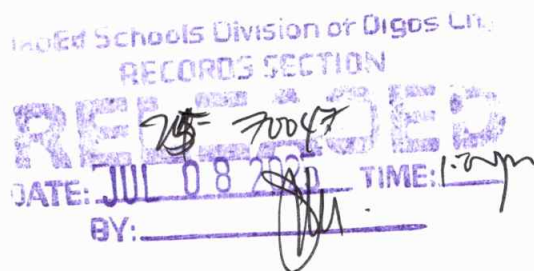
For any concerns or questions, please coordinate with the Civil Service Commission Regional Office XI's Human Resource Division at 299-1724/0991-395-2018 or email at [roll@csc.gov.ph](mailto:roll@csc.gov.ph) copy furnish [roll.hrd@csc.gov.ph](mailto:roll.hrd@csc.gov.ph).

Attached is the stated memorandum for reference.

For information and compliance.

  
**MELANIE P. ESTACIO, Ph.D, CESO VI**  
Schools Division Superintendent

Enclosed: As stated



OSDS/ADMIN /HR/dbc



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
**Telephone Nos.:** (082) 553-8375; (082) 553-8396



Schools Division of Digos City  
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28 April 2025

MELANIE P. ESTACIO  
OIC - Schools Division Superintendent  
Department of Education - Schools Division of Digos City  
Roxas Cor. Lopez Jaena St. 8002 Digos City, Davao del sur

Dear Superintendent Estacio:

Greetings!

We are grateful for the usual support you have given us in the CSC's 2025 1<sup>st</sup> Semester Learning and Development Programs.

Attendance to any learning and development programs is an opportunity for our government officials and employees to develop their desired skills, knowledge, and competencies, in order to attain the goals of an organization. Along this line, we would like to invite you to consider this Office's 2025 2nd Semester Learning and Development Programs via Zoom platform, viz:

SCHEDULE	NO. OF HOURS/TYPE OF TRAINING	COURSE TITLE/FEE
July 2-3, 2025 2 days 8 AM – 12 NN / 1 PM – 5 PM	16 (Technical)	Leave Administration Course for Effectiveness (LACE) Php3,200.00
July 14-17, 2025 4 days 8 AM – 12 NN / 1 PM – 5 PM	32 (Supervisory)	Supervisory Development Course Track III (SDC III) Php6,400.00
July 23-24, 2025 2 days 8 AM – 12 NN / 1 PM – 5 PM	16 (Foundation)	Public Service Ethics and Accountability (PSEA) Php3,200.00
July 28-29, 2025 2 days 8 AM – 12 NN / 1 PM – 5 PM	16 (Technical)	Basic Customer Service Skills (BCSS) Php3,200.00
August 4-8, 2025 5 days 8 AM – 12 NN / 1 PM – 5 PM	40 (Supervisory)	Supervisory Development Course Track I (SDC I) Php8,000.00
August 13-14, 2025 2 days 8 AM - 12 NN / 1 PM - 5 PM	16 (Technical)	Basic Supervisory Development Course (BSDC) Php3,200.00
August 18-20, 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

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August 26-28, 2025 3 days 8 AM – 12 NN /1 PM – 5 PM	24 (Technical)	Seminar on Administrative Justice (SOAJ) <u>Php4,800.00</u>
September 10-11, 2025 2 days 8 AM - 12 NN/1 PM - 5 PM	16 (Technical)	Embracing Public Speaking in a Future-Ready Civil Service (PEACE) <u>Php3,200.00</u>
September 15-19, 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>
October 2-3, 2025 2 days 8 AM - 12 NN /1 PM - 5 PM	16 (Technical)	Basic Customer Service Skills (BCSS) <u>Php3,200.00</u>
October 6-9, 2025 4 days 8 AM – 12 NN /1 PM – 5 PM	32 (Supervisory)	Supervisory Development Course Track III (SDC III) <u>Php6,400.00</u>
October 15-16, 2025 2 days 8 AM – 12 NN /1 PM – 5 PM	16 (Leadership & Management)	Organizational Resilience for Leaders (ORL) <u>Php3,200.00</u>
October 22-23, 2025 2 days 8 AM - 12 NN/1 PM - 5 PM	16 (Technical)	Financial Education Training (FinEd) <u>Php3,200.00</u>
October 28-29, 2025 2 days 8 AM – 12 NN /1 PM – 5 PM	16 (Foundation)	Public Service Ethics and Accountability (PSEA) <u>Php3,200.00</u>
November 3-7, 2025 5 days 8 AM – 12 NN /1 PM – 5 PM	40 (Supervisory)	Supervisory Development Course Track I (SDC I) <u>Php8,000.00</u>
November 10-14, 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>
November 17-20, 2025 4 days 8 AM – 12 NN /1 PM – 5 PM	32 (Supervisory)	Supervisory Development Course Track III (SDC III) <u>Php6,400.00</u>
November 24-25, 2025 2 days 8 AM – 12 NN /1 PM – 5 PM	16 (Technical)	Leave Administration Course for Effectiveness (LACE) <u>Php3,200.00</u>
November 26-27, 2025 2 days 8 AM - 12 NN/1 PM - 5 PM	16 (Technical)	Embracing Public Speaking in a Future-Ready Civil Service (PEACE) <u>Php3,200.00</u>

For registration, please visit the link: <https://bit.ly/CSC2025REG>

Moreover, the abovementioned L&D programs can also be requested exclusively for your agency. For agency-requested webinars, the rate is P 5,000.00 per hour for a class of at most 50 participants plus P 150.00 per hour for every additional participant in excess of 50. For agency-requested face-to-face program, the rate is P 200.00 per hour per person for a minimum of 35 participants. This Rate per hour is exclusive of transportation and per diems of the SMEs when the program is conducted outside Davao City.

#### Bawat Kawani, Lingkod Bayani

📍 Ecoland Drive, Matina, Davao City 8000 📞 (082) 299-1724/25/27 📠 (082) 299-3118 ✉ [ro11@csc.gov.ph](mailto:ro11@csc.gov.ph) 🌐 [www.csc.gov.ph](http://www.csc.gov.ph)

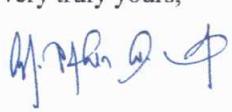


In addition to the above-listed programs, the following L&Ds are offered only for agency request, viz:

COURSE TITLE/FEE	NO. OF HOURS/ TYPE OF TRAINING
Alay sa Bayan (ALAB) Php4,800.00 per participant	24 (Foundation)
Basic Records Management (BRM) Php1,600.00 per participant	8 (Technical)
Building an Effective Work Team (BEWT) Php3,200.00 per participant	16 (Foundation)
Gender Sensitivity Training (GST) Php1,600.00 per participant	8 (Foundation)
Packaging My Hero (PMH) Php3,200.00 per participant	16 (Technical)
Pre-Retirement Counselling Seminar (PRCS) Php4,800.00 per participant	24 (Technical)
Public Service Values Program (PSVP) Php2,400.00 per participant	14 (Leadership & Management)
Strategic Talent Acquisition Recruitment (STAR) Php3,200.00 per participant	16 (Technical)
Workplace Engagement Competency Recruitment (WECR) Php4,800.00 per participant	24 (Technical)
Values Orientation Workshop (VOW) Php4,800.00 per participant	24 (Foundation)

Please contact the Human Resource Division for inquiries at 299-1724/0991-395-2018 or email at [ro11@csc.gov.ph](mailto:ro11@csc.gov.ph) copy furnish [ro11.hrd@csc.gov.ph](mailto:ro11.hrd@csc.gov.ph).

Very truly yours,



Digitally  
signed by  
Cyril-Nathan  
SM. Eamiguel

**CYRIL NATHAN SM. EAMIGUEL**  
Director IV

HRD: LPA/cpgl  
FN: 2025 Trainings/L&D Calendar/2ndSemInvitationLetter