



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

**Office of the Schools Division Superintendent**

**June 29, 2026**

**DIVISION MEMORANDUM**

SGOD-2026-712

To : Assistant Schools Division Superintendent  
 Division Chiefs  
 Education Program Supervisors  
 Public School District Supervisors  
 Public School Heads  
 Public School Teachers  
 All Others Concerned

Subject: **INVITATION TO PARTICIPATE IN THE MANAGER'S ROLE IN CAPACITY BUILDING**

1. This is in reference to the 1st Indorsement dated June 22, 2026 signed by Allan G. Farnazo, Director IV, the herein invitation from the Civil Service Institute of the Civil Service Commission, for participation in the Manager's Role in Capacity Building on July 1-2, 2026 via online.
2. Participation in the activity should only be voluntary and prior arrangement of the concerned school heads and teachers shall be made in compliance with DepEd Order No. 9 s. 2005 re: "Instituting Measures to Increase Engaged Time-on Task and Ensuring Compliance Therewith" ensuring that no classes shall be disrupted and no DepEd funds shall be used.
3. Relevant details and information are provided in the enclosures.
4. Attendance/participation is on official time only.
5. For information and wide dissemination.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
 Schools Division Superintendent

JepEd Schools Division of Digos City  
 RECORDS SECTION

**RELEASED**

Enclosed: As stated.  
 SGOD/jsd

DATE: 02 JUL 2026 TIME: 1:56pm

BY: \_\_\_\_\_







Republic of the Philippines  
**Department of Education**  
DAVAO REGION



**1<sup>st</sup> Indorsement**  
June 22, 2026

Respectfully referred to the Schools Division Superintendents, the invitation from the Civil Service Institute of the Civil Service Commission, for participation in the Manager's Role in Capacity Building on July 1-2, 2026 via online, subject to the no disruption of classes policy, learning and development priorities and discretion of the approving authority.

*[Signature]*  
**ALLAN G. FARNAZO**  
Director IV<sub>a</sub>

Enclosed: As Stated.

ROH6/trec

DEPARTMENT OF EDUCATION RO2  
RECORDS SECTION  
**RELEASED**

By: *[Signature]* Date: June 24, 2026  
Time:                     



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Email Address: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)  
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## MANAGER'S ROLE IN CAPACITY BUILDING

📅 1-2 July 2026

📍 Online

💰 PHP 2,800.00 per participant

🕒 14 Hours Training Credits

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Civil Service Commission | Civil Service Institute

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**CIVIL SERVICE INSTITUTE\_INVITATION TO THE COURSE ON MANAGER'S ROLE  
IN CAPACITY BUILDING**

1 message

Jennifer M. Pajaro <jmpajaro@csc.gov.ph>  
Cc: "Rodolfo G. Ramirez" <rgramirez@csc.gov.ph>

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**MANAGER'S ROLE IN  
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