



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 197

To : Assistant Schools Division Superintendent
 Division Personnel

Subject : ATTENDANCE IN THE SEMINAR FOR TEACHERS AND NON-TEACHERS OF DEPED FOR OPTIMAL AND UPLIFTING TRANSFORMATION (STAND OUT)

Date : March 30, 2024

This is in reference to a letter from Civil Service Commission Davao del Sur and Davao Occidental Field Office dated May 27, 2024 signed by Richard T. Ortiz, Director II, re: Attendance in **Seminar for Teachers and Non-Teachers of DepEd for Optimal and Uplifting Transformation (STAND OUT)** on June 7, 2024, Friday, 8:00 o'clock in the morning at the Division Conference Room.

Please be noted that for a participant to be conferred a Certificate of Training, the following requirements must be strictly complied with:

- he/she must have personally registered on the Attendance Sheet and signed on it during the registration period on the day of the L&D session;
- he/she must have attended no less than 90 percent of the L&D duration, hence, cases of tardiness or early departure or loafing away from the venue or other similar cases will cause the employee concerned to be denied the conferment of the certificate; and
- he/she must have done and submitted both the Pre-Test and the Post-Test, as well as the Training Evaluation

All offices in Office of the Schools Division Superintendent, Curriculum Implementation Division, and School Governance and Operations Division are required to submit list of participants who will attend the said seminar on or before June 4, 2024 at the Human Resource Section.

All participants are required to prepare their individual Learning Action Plan or LAP.

For the information and compliance with by all concerned.

DepEd Schools Division of Digos City

RECORDS SECTION

24-122178
 RECEIVED
 DATE: JUN 03 2024 TIME: 10:47am

Melanie F. Estacio
MELANIE F. ESTACIO, Ph.D, CESO VI
 Schools Division Superintendent

BY: *[Signature]*
 OSDS/ ADMIN / HR/dbc



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

HR

Pls. take note
and comply with
these as stipulated



May 27, 2024

MELANIE P. ESTACIO, Ph. D., CESO VI

Schools Division Superintendent
DepEd Schools Division of Digos City
Roxas Street, Digos City

Dear Dr. Estacio:

This pertains to the conduct of a half-day Learning and Development (L&D) session that the CSC Davao del Sur and Davao Occidental Field Office will conduct for your division office workforce in the morning of June 7, 2024, Friday.

Here are some pieces of basic information about the activity that I wish to let you know:

- The L&D session has the title "Seminar for Teachers and Non-Teachers of DepEd for Optimal and Uplifting Transformation" (STAND OUT)" which I have designed and which the CSC Regional Office has approved to be conducted throughout the three DepEd divisions within my area of assignment.
- My office will not collect any fee for this purpose, and there is no obligation of any kind at all on the part of your division in which it will be conducted.
- I will be the sole resource speaker of the L&D session.
- Within a quarter after the L&D conduct, the CSC Regional Office will issue to each participant – through an e-mail to be sent to you – an electronic Certificate of Training based on the Attendance Sheet.
- For a participant to be conferred a Certificate of Training, the following requirements must be strictly complied with:
 - he/she must have personally registered on the Attendance Sheet and signed on it during the registration period on the day of the L&D session;
 - he/she must have attended no less than 90 percent of the L&D duration, hence, cases of tardiness or early departure or loafing away from the venue or other similar cases will cause the employee concerned to be denied the conferment of the certificate; and
 - he/she must have done and submitted both the Pre-Test and the Post-Test, as well as the Training Evaluation.

As the conduct of the L&D will not entail any fee that the CSC will collect from the participants, may I request of you to assign somebody to do the following:

Bawat Kawani, Lingkod Bayani

📍 Ecoland Drive, Matina, Davao City 8000

☎ (082) 299-1724/25/27

☎ (082) 299-3118

✉ ro11@csc.gov.ph

🌐 www.csc.gov.ph

- Prepare the venue to accommodate all the expected participants in sitting position, as well as prepare the sound system and the PowerPoint slide projector with audio cable for this activity;
- Prepare the flow of the Opening Program to start not later than 8:30 A.M. and to include the singing of the national anthem, a prayer, and a welcome message by a representative from your division office whom you will assign. This program should not exceed 15 minutes;
- Prepare the flow of the Closing Program to include impressions by no more than three persons from among the participants and the Closing Remarks by another representative of your division, all of whom you will assign. This should not be more than 15 minutes long;
- Ensure decorum of participants during the activity (no loud talking or other unnecessary noise, no frequent standing and walking around, no mobile phones ringing or pinging as these should be in mute mode at all times during the L&D duration, no use of offensive language during the open forum).
- Print the Attendance Sheet well ahead of the activity as this is to be used on the day of the L&D session (a soft copy of the form will be sent through Messenger to Ms. Myhrra Faye Llanos-Balingit within this week) and assign a secretariat team for the registration of participants using the Attendance Sheet;
- Print the Pre-Test Questionnaire, the Post-Test Questionnaire, and the Training Evaluation form also well ahead of the activity (the number of which should correspond to the expected number of participants), and assign the secretariat to distribute and to later collect the same at appropriate times upon instruction from the resource speaker. A soft copy of these documents will be sent through Messenger to Ms. Balingit within this week;
- Send to all expected participants **on the day before** the actual conduct of the L&D session all the materials of the training in soft copy format through existing division office Messenger or Facebook group accounts, ensuring that only such participants can have access to these materials and not the general public. The same materials will be sent to Ms. Balingit at least two days before the actual conduct of the L&D session;
- Require all participants to prepare their individual Learning Action Plan or LAP.

Should you have questions on any matter regarding this L&D activity, please feel free to contact me at any time after 7 A.M. until before 6 P.M. on any day, including non-working days, through my Messenger account. Rest assured you will get a reply but not at all times immediately, as I may be indisposed at certain times to reply right away for various reasons.

Very truly yours,


 RICHARD T. ORTIZ
 Director II