



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



ADVISORY
No. 115, s. 2019

To: Officer In-Charge, Assistant Schools Division Superintendent
Chief Education Program Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary & Secondary)
Teachers
SDO Personnel

From: *GEMMA Q. TACUYCUI*, CESO V
Schools Division Superintendent

Subject: *Training on Rules on Administrative Cases in the Civil Service (RACCS)*

Date: April 16, 2019

The Civil Service Commission Ilocos Sur Field Office, in partnership with the Council of Human Resource Management Practitioners – Ilocos Sur Chapter will be conducting a training on **Rules on Administrative Cases in the Civil Service (RACCS)** which will be held on April 23-24, 2019 at the Provincial Library, Vigan City, Ilocos Sur. A registration fee of Php2,400.00 shall be collected to participants chargeable against MOOE of the school subject to usual accounting and auditing rules and regulations.

In connection hereof, interested participants shall send their confirmation thru **Ms. Mean Rebuldela** at cp no. 09278787571 and may register at cscro1hrd.gd or at ro1.csc.gov.ph. Deadline of confirmation is until tomorrow, April 17, 2019.

For information and guidance.



February 4, 2019

Ms. GEMMA Q. TACUYCUY, CESO V
Schools Division Superintendent
Department of Education
Quirino Blvd., Zone V
2727 Bantay, Ilocos Sur

Dear Madam:

The Civil Service Commission Field Office - Ilocos Sur Field, in partnership with the Council of Human Resource Management Practitioners - Ilocos Sur Chapter, will be conducting the following training programs for the 1st Semester, CY 2019, to wit:

Training Program	Course Description	Date	Training Fee	Target Participants
Supervisory Development Course (SDC) Tracks 2&3	This is a five (5) day learning and development intervention intended for officials and employees in the government holding supervisory positions or performing supervisory functions and have undergone the SDC Track 1. It aims to enhance the quality of first-line and management supervisors in delivering superior client service.	March 18-22, 2019	Php6,000.00	Middle managers, first line supervisors and other officials occupying comparable positions. (Limited to 30 pax)
Gender Sensitivity Training (GST)	The intervention that ensures effective participation of officials and employees toward gender advocacy and further familiarize them with the knowledge and principles on gender sensitivity.	March 28, 2019	Php1,200.00	All officials and employees in the government. (Limited to 40 pax)
Basic Customer Service Skills (BCSS)	A seminar workshop aimed at creating a customer service-oriented culture within the organization. It is a concentrated campaign to improve service and customer responsiveness towards service excellence.	April 1-2, 2019	Php2,400.00	Frontline service providers and all officials and employees in the government. (Limited to 40 pax)
Rules on Administrative Cases in the Civil Service (RACCS)	The program covers the latest updates on the Rules on Administrative Cases in the Civil Service (RACCS) with workshops in handling administrative cases.	April 23-24, 2019	Php2,400.00	Officials/employees handling administrative cases, HRMPs, and other officials and employees in the government. (Limited to 40 pax)
Supervisory Development Course (SDC) Track 1	This four (4) day course aims to enhance the quality of first-line and management supervisors in delivering	May 7-10, 2019	Php4,800.00	Middle managers, first line supervisors and other officials occupying comparable positions.

				<i>(Limited to 30 pax)</i>
Effective Written Communication Skills Training (EWCST)	This two (2) day program is designed to develop employees self-confidence and hone their skills in the different forms of written communications most often used in the workplace, preparing PowerPoint presentation and public address	June 13-14, 2019	Php2,400.00	HRMPs, Training Facilitators/ Coordinators, and other officials and employees in the government. <i>(Limited to 40 pax)</i>

A registration fee shall be charged from each participant to defray the cost of supplies and materials, meals (lunch) and snacks for the entire duration of the training and other administrative costs. Venues of the said training programs will be announced later. Confirmation of participants should be made not later than one (1) week prior to the scheduled training. However, acceptance of nominations may close earlier when the required number of participants is already met and it will be on a first-come-first-served basis. Only those who paid will be deemed confirmed. Attendance to any of the aforementioned trainings will be on official business. Registration fee of the participants from the Department of Education may be charged to their local funds and Maintenance and Other Operating Expenses (MOOE).

A copy of the Schedule of Activities or topics per training program may be provided upon request.

Thank you very much for your usual support and interest in enhancing the capability of our servant heroes.

Very truly yours,


MARICHROY. CUISON
Acting Director II