



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



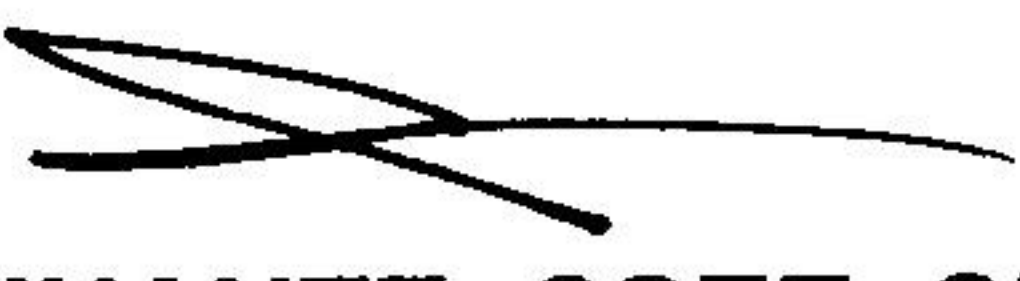
September 18, 2019

DIVISION MEMORANDUM
NO. 323, S. 2019

SUPERVISORY DEVELOPMENT COURSE (SDC) TRACKS 2&3

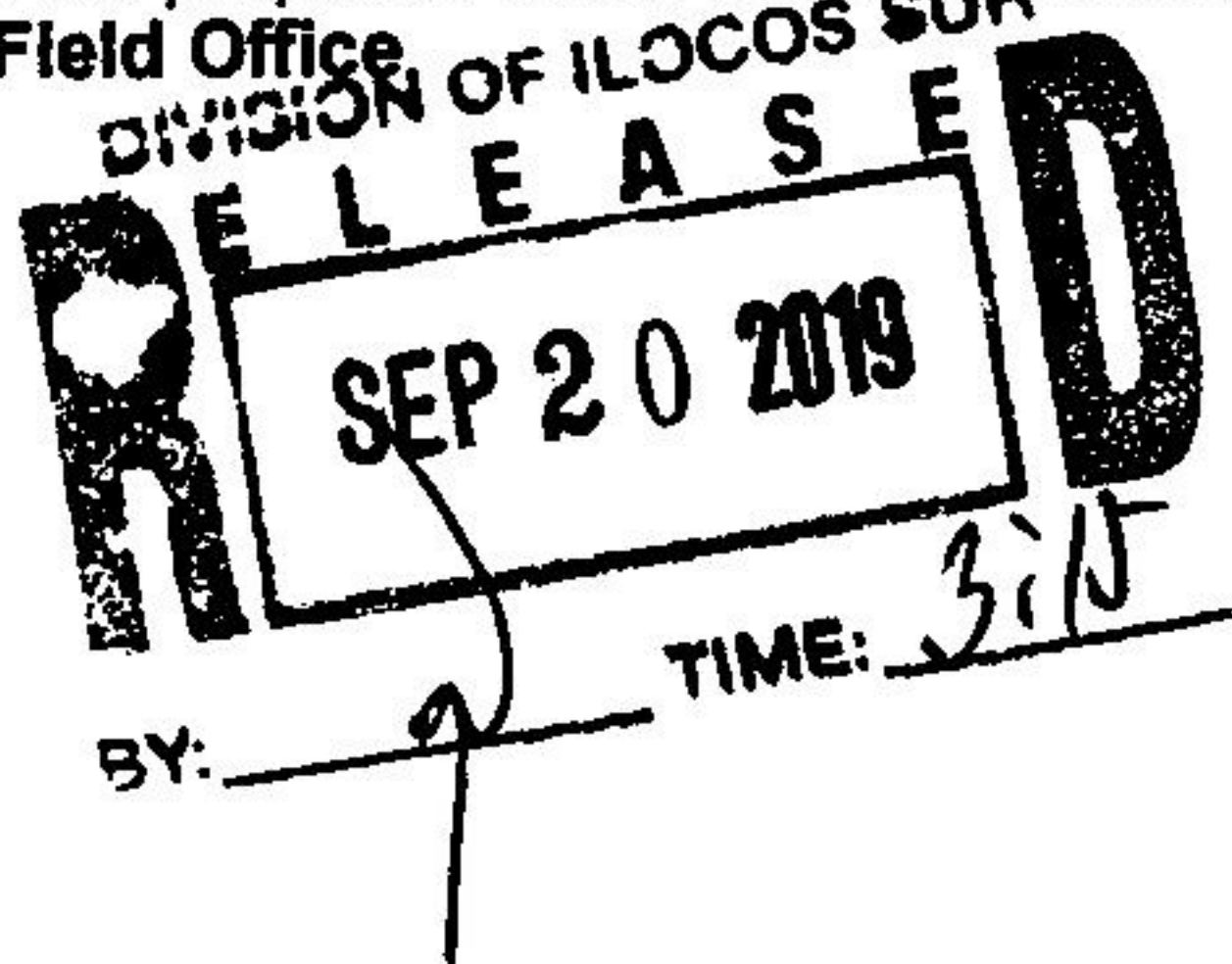
To: OIC-Assistant School Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In connection to the letter received from the Civil Service Commission – Ilocos Sur Field Office on September 12, 2019, the said Office will be conducting Supervisory Development Course (SDC) Tracks on October 14-18, 2019. Venue of the said training shall be announced later through an advisory.
2. The 5-day learning and development intervention is open to officials or employees who are holding supervisory positions or performing supervisory functions in the government and have undergone SDC Track I.
3. The course aims to enhance the quality of first-line and management supervisors in delivering superior client service.
4. A registration fee amounting to Php 6,000.00 may be charged against local funds to defray the cost of supplies and materials, meals (lunch) and snacks for the entire duration of the training and other administrative costs.
5. All interested participants shall confirm their attendance on or before October 4, 2019 using the attached form and pay the registration fee not later than October 9, 2019. However, acceptance of nominations may close earlier when required number of participants is already met and it will be on the first-come-first served basis. Only those who paid will be deemed confirmed.
6. The attendance of nominees will be on official business.
7. For information and guidance.


JORGE M. REINANTE, CSEE, CEO VI, CESO V
Schools Division Superintendent

To be indicated in the perpetual index under the following subject:
CSC-Ilocos Sur Field Office SDC Tracks 2 & 3

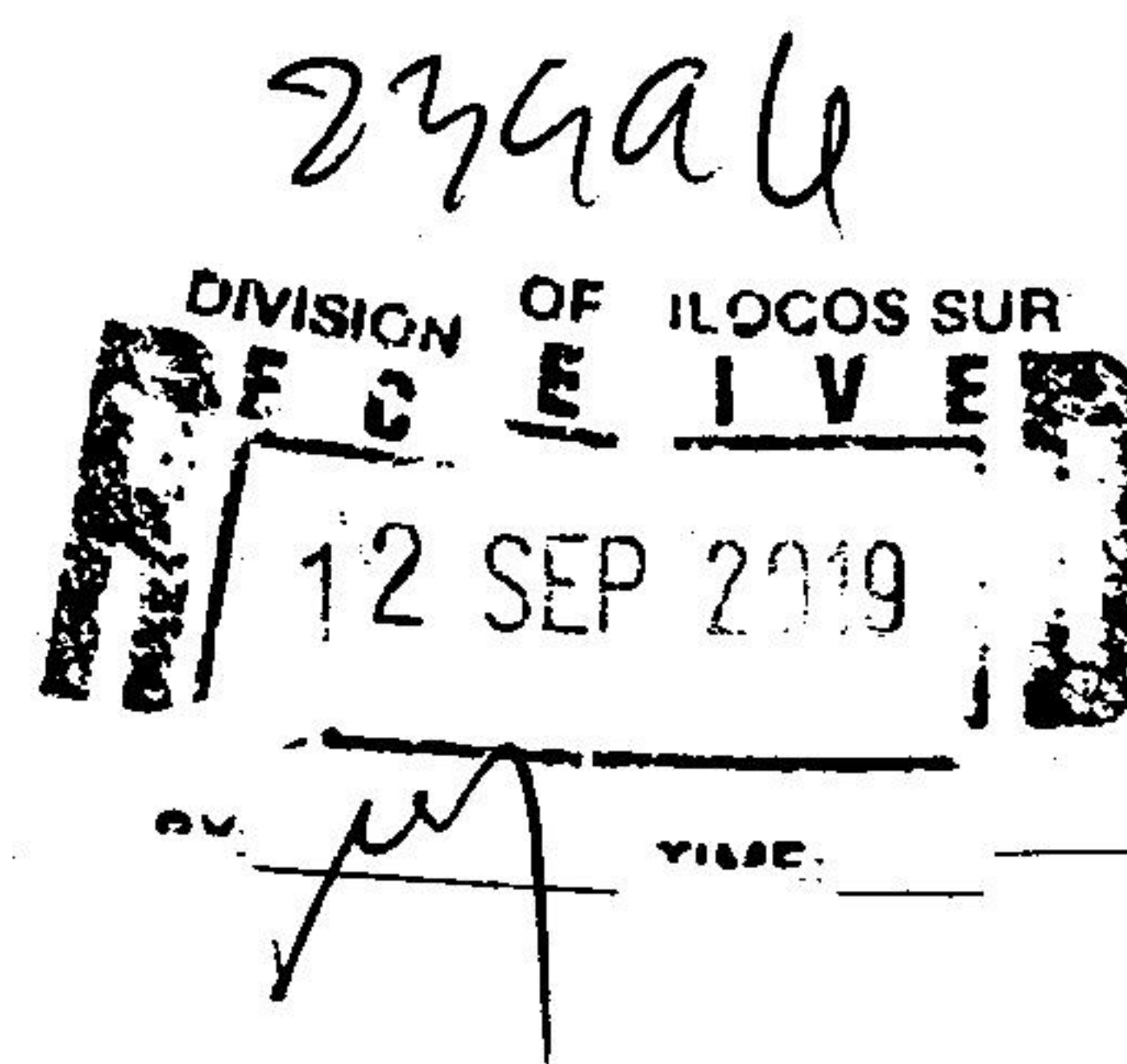
Learning and Development





CIVIL SERVICE COMMISSION
Republic of the Philippines

Ilocos Sur Field Office



September 12, 2019

Mr. JORGE M. REINANTE

Schools Division Superintendent

Department of Education-Division of Ilocos Sur

Bantay, Ilocos Sur

Dear Supt. Reinante:

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 Supervisory Development Course (SDC) Tracks 2&3 on October 14-18, 2019. 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 I. It aims to enhance the quality of first-line and management supervisors in delivering superior client service. A registration fee amounting to P6,000.00 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.

Venue of the said training program will be announced later. Confirmation of participants should be made on or before October 04, 2019 and payment of such shall not be later than October 09, 2019. 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 the said training program 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.



MARICHUY L. CUISON
Acting Director II

Bawat Kawani, Lingkod Bayani

TRAINING NOMINATION FORM

(Date)

MARICHU Y. CUISON

Acting Director II

CSC-Ilocos Sur Field Office

Quirino Blvd., Zone V, Bantay, Ilocos Sur

Ma'am:

We are pleased to nominate the following officials/employees to attend the Supervisory Development Course Tracks 2 & 3 which will be held on October 14-18, 2019, to wit:

Name	Nickname	Position
1.		
2.		
3.		
4.		
5.		

Very truly yours,

*Printed Name/Position or Designation & Signature
of Head of Agency*

Name of Agency

Telephone/Contact Number

Registration and Payment Details:

- Nomination Form may be faxed at (077) 604-5582 or email at cscisfo@yahoo.com; and
- Payments in check should be made payable to the **Civil Service Commission**.