



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

September 12, 2018

DIVISION MEMORANDUM

No. J63, s. 2018

DIVISION ORIENTATION ON CIVIL SERVICE POLICIES AND GUIDELINES

TO : Assistant Schools Division Superintendents
Division Chiefs
Division Education Program Supervisors & Division Coordinators
Senior/Education Program Specialists
Public Schools District Supervisors/Districts-In-Charge
All Others Concerned

1. In line with the Celebration of the 118th Founding Anniversary of the Civil Service Commission, the Schools Division of Negros Oriental will hold an **Orientation on the Civil Service Policies and Guidelines on September 28, 2018 at Cana Resort, Amlan, Negros Oriental.**
2. This activity aims to:
 - a. discuss Civil Service Commission mandates, policies and guidelines on frontline services.
 - b. discuss Citizens Charter.
 - c. gain strategies on improving efficiency in the workplace.
 - d. create an action plan on improving efficiency and quality in the delivery of services.
 - e. show commitment and to offer a gift to nature by mangrove planting
3. Travelling and other incidental expenses of participants shall be charged to Division HRTD funds subject to the usual accounting and auditing rules and regulations. First meal to be served will be A.M. snacks of September 28, 2018 and the last meal is P.M. snacks of the same day.
4. Transportation to the venue will be provided thus all participants are required to be at the Division Office Lobby before 6:00 in the morning on September 28, 2018.
5. This Division Memorandum serves as TRAVEL ORDER.
6. Widest dissemination of this division memorandum is desired.

WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

9/12/18

SEP 2018