



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

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DIVISION OF CAGAYAN DE ORO CITY
RELEASED
JUN 10 2024

Office of the Schools Division Superintendent

7 June 2024

TRAINING ON COMPLETED STAFF WORK

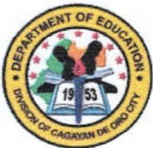
MEMORANDUM

TO: RODEL S. MEGOLLAS
Planning Officer

BEVERLY ANNE E. NICOLASORA
Teacher III

JEWILYN U. JOMOC
Statistician Aide

1. Relative to the Regional Memorandum No. 391, s. 2024, the field is hereby informed about the conduct of the Training on Completed Staff Work at the National Educators Academy of the Philippines (NEAP) R-X, Lapanan, Cagayan de Oro City, on June 18-20, 2024
2. This training aims to equip all participants with the necessary competencies to perform thorough and complete staff work, which is crucial for informed decision-making and successful project execution.
3. The activity aims to
 - a. discuss the principle and importance of Completed Staff Work (CSW);
 - b. familiarize the processes and methodologies involved in CSW;
 - c. develop skills in research, analysis, and presentation of information; and
 - d. enhance the ability to provide well-prepared recommendations and options for decision-makers.
3. Foods and accommodation will be charged against Regional Office (RO) funds while transportation and other incidental expenses will be charged against local funds, subject to the usual accounting and auditing rules and regulations.
4. Please see the attached communication for further information and guidance.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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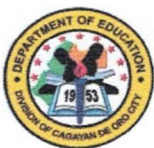
Office of the Schools Division Superintendent

6. In adherence to the Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
7. Immediate compliance with this Memorandum is desired.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As indicated
Reference: RM No. 344, 391, s.2024
To be indicated in the Perpetual Index
under the following subjects:
Training Completed Staff Work

RSM/ CSW
June 7, 2024



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Department of Education
REGION X - NORTHERN MINDANAO



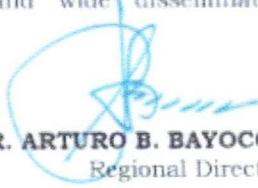
May 16, 2024

REGIONAL MEMORANDUM
No. 0244, s. 2024

TRAINING ON COMPLETED STAFF WORK

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
SGOD Chiefs
All Others Concerned

1. Continuously enhancing organizational efficiency and effectiveness, this Office, through the Policy, Planning, and Research Division (PPRD), will be conducting a **Training on Completed Staff Work (CSW)** at the National Educators Academy of the Philippines (NEAP) Region X, Lapasan, Cagayan de Oro City, on June 12-14.
2. This training aims to equip all participants with the necessary competencies to perform thorough and complete staff work, which is crucial for informed decision-making and successful project execution.
3. The training aims to
 - a. discuss the principles and importance of Completed Staff Work (CSW);
 - b. familiarize the processes and methodologies involved in CSW;
 - c. develop skills in research, analysis, and presentation of information; and
 - d. enhance the ability to provide well-prepared recommendations and options for decision-makers.
4. The participants of this training are the division planning officers, division research coordinators, and PPRD staff.
5. Food and accommodation will be charged against Regional Office (RO) funds while transportation and other incidental expenses will be charged against local funds, subject to the usual accounting and auditing rules and regulations.
6. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

To be indicated in the Perpetual Index
under the following subject:

TRAINING PROGRAMS

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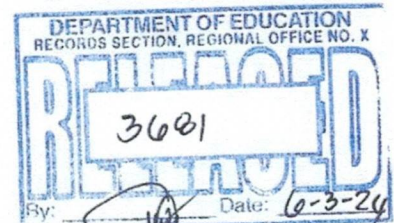


Cagayan de Oro City

RECEIVED: 05/21/24
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Department of Education
REGION X - NORTHERN MINDANAO



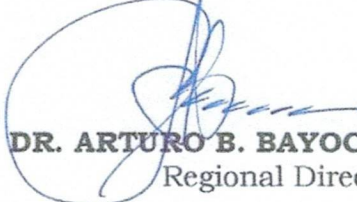
May 29, 2024

REGIONAL MEMORANDUM
No. 0391, s. 2024

CORRIGENDUM TO REGIONAL MEMORANDUM NO. 344 S. 2024
(TRAINING ON COMPLETED STAFF WORK)

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. The **Training on Completed Staff Work** at the National Educators Academy of the Philippines (NEAP) R-X, Lapasan, Cagayan de Oro City, on June 12-14, has been **rescheduled for June 18-20** due to a conflict of schedules.
2. All other provisions of the previous Memorandum remain in effect.
3. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

To be indicated in the Perpetual Index
under the following subject:

TRAINING PROGRAMS

PPRD/jick



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