



Republic of the Philippines
Department of Education

REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

October 17, 2024

DIVISION MEMORANDUM

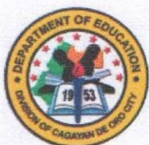
No. 803 s.2024

TO: Romeo B. Aclo – Assistant SGOD Chief
Shirley A. Merida – PSDS
Atty. Laurence Del Puerto – Attorney III
Arnel A. Calubag – Accountant III
Risa Bea Socorro M. Borres – AO V
This Division
Romiel S. Vallente - AO V
Derrold Marl S. Aves – SEPS
Eleanor Consejo H. Rollan – SEPS
Roy H. Lumban – SEPS
Alvic Marie S. Francisco – PDO I

PUBLIC SECTOR EMPLOYEES' ORGANIZATION (PESO) SYMPOSIUM

1. This is relative to the invitation from the Civil Service Institute – CSC, re: Public Sector Employees' Organization Symposium via Zoom on October 22, 2024. This Office requests your attendance to the said activity.
2. A registration of fee of One Thousand Six Hundred Pesos (P1,600.00) to each participant shall be charged to MOOE/ local funds subject to the usual accounting and auditing rules and regulations.
3. It is informed that the eight-hour online course enables participants to understand important information on the exercise of the right to self-organization and appreciate the value of exercising this right. It will also provide an overview of the right to safe and healthy working environment.
4. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.
5. For widest dissemination and guidance.

ROY ANGELO E. GAZO
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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NOMINATION FORM for CSI TRAINING PROGRAMS
(For Government Officials and Employees Only)

Course Title	PUBLIC SECTOR EMPLOYEES' ORGANIZATION SYMPOSIUM		
Date of Conduct	October 22, 2024		
WE ARE NOMINATING THE FOLLOWING TO THE ABOVE-NAMED COURSE:			
COMPLETE NAME	POSITION	CP NO.	EMAIL ADDRESS
1. Romeo B. Aclo	EPS	0925 894 3539	romeo.aclo@deped.gov.ph
2. Shirley A. Merida	PSDS	0917 322 0358	shirley.merida@deped.gov.ph
3. Atty. Laurence Del Puerto	Attorney III	0906 478 5830	shirley.merida@deped.gov.ph
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5. Risa Bea Socorro M. Borres	Administrative Officer V	0998 552 5380	risabeasocorro.borres@deped.gov.ph
6. Romiel S. Vallente	Administrative Officer V	0917 702 6374	v.cassiusali@yahoo.com
7. Derrold Marl S. Aves	Senior Education Program Specialist	0917 324 0507	derroldmarl.aves@deped.gov.ph
8. Eleanor Consejo H. Rollan	Senior Education Program Specialist	0917 719 5774	eleanorconsejo.rollan@deped.gov.ph
9. Roy H. Lumban	Senior Education Program Specialist	0956 825 8903	roy.lumban@deped.gov.ph
10. Alvic Marie S. Francisco	Project Development Officer I	0977 096 5869	alvicmarie.francisco@deped.gov.ph

Please be guided of the Registration Terms and Conditions:

- Participants must be nominated by the Head of Agency or an Authorized Representative, using the prescribed CSI Nomination Format (Annex A). Acceptance of nominees shall be on a first-come first-serve basis.
- Qualified and confirmed participants will accomplish the Participants Info/Profile Sheet (Annex B) done via google form, to be emailed by the assigned CSI Training Team together with the Payment Advisory.
- Valid Proofs of Payment for the course must be provided to the CSI training team prior to the actual conduct. Sample proofs of payment are check and cash deposits, List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA), Landbank Linkbiz Portal and fund transfer.
- Only those participants who are nominated, confirmed and paid shall be provided by the Course Advisory with the zoom link for the said course.
- In case the agency sent bulk participants, additional sheets may be used, if necessary.
- A Certificate of Completion (with credits of training hours in Leadership and Management) will be given only to participants who have been present during the entire Course and all training requirements have been complied with.
- Confirmed participants who failed to notify the CSI team shall have their registration fee **FORFEITED**. Notice signed by the concerned Head of Office/Authorized Representative is required to be submitted within five (5) working days prior to the actual conduct of course.
- Participants who wish to utilize the paid training fee instead of availing of refund, may do so. Any excess on the amount paid vis-a-vis the new prospective program must be settled using the different modes of payment.

We agree to the above mentioned registration terms and conditions.

ROY ANGELO E. GAZO
Schools Division Superintendent

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Bawat Kawani, Lingkod Bayani