



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY

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Office of the Superintendent

Division Memorandum Number J21,s.2019

CONDUCT OF CSC - SUPERVISORY DEVELOPMENT COURSE (SDC) TRACK -1 for SDO- BAGUIO

To: CID and SGOD Chiefs
Section/Unit Heads
All Concerned

1. The Civil Service Commission (CSC) –Regional Office in coordination with the School Governance and Operations Division (SGOD) - Human Resource Development (HRD) Section will conduct the Supervisory Development Course- Track 1 to selected SDO- employees (SG 15 and above) on **March 19-22, 2019** at the National Telecommunications Commission (NTC) Training Hall, Pacdal Circle, Baguio City.
2. SDC is a program which is in line with the CSC's strategic objective of developing competent and credible civil servants, and to enhance the capabilities of public servants in their areas of work. Track1 features modules on Personnel Effectiveness, Supervision and Organization Communication.
3. Identified participants (see Annex A) are requested to confirm their attendance at the SGOD-HRD office or through cellphone numbers **09391237027** or **09257892215** on or before **March 12, 2019**.
4. Once confirmed, the participants' name will be submitted at the CSC-HRD Training Team secretariat. There shall be no substitute allowed if the program commences. The CSC shall be strict in monitoring the attendance and submission of outputs.
5. Meals, snacks and fees for the CSC training package shall be charged to HRTD funds.
6. Immediate dissemination of this memorandum is desired.

Approved:

FEDERICO P. MARTIN, EdD., CESO V
Schools Division Superintendent

SURAYA T. FACULO, Ph.D.
Officer in Charge

Officer in Charge Assistant Schools Division Superintendent

jovtb/2/27/19

Annex A

PATICIPANTS TO THE SDC-TRACK- I

Name	Gender		Designation	Office/School
	Male	Female		
1. Jerry Ymson	x		EPS- SGOD	SGOD
2. Ma. Louella Moncada		x	AO IV	Personnel
3. Belen Tomin		x	Budget Officer V	OSDS-Budget Office
4. Lilibeth Degsi		x	Accountant III	OSDS-Accounting Office
5. Nieves Ebanio		x	Administrative Officer V	OSDS- Admin
6. Annette Doyaoen		x	Attorney III	Legal Office-OSDS
7. Harris Dizon	x		Information Technology Officer	OSDS
8. Olivia Gomez		x	Planning Officer III	SGOD-P and R
9. Jean Orpilla		x	Records Officer	OSDS- Records Section
10. Victor Fernandez	x		EPS- II	CID-LRMDS
11. Juliet Piok		x	EPS- II	CID-ALS
12. Jocelyn De Jesus		x	Medical Officer III	SGOD- H and N Unit
13. Wally Conge	x		Dentist II	SGOD- H and N Unit
14. Cynthia Cadawen		x	Nurse II	SGOD- H and N Unit
15. Herminia Canlas		x	Cashier	OSDS
16. Roy Ananayo			Dentist II	SGOD- H and N Unit
17. Sharon Castillo		x	SEPS	SGOD- SMM&E
18. Jocelyn Coldeg		x	EPS-II	SGOD- SMM&E
19. Jovelyn Balantin		x	SEPS	SGOD- HRD
20. Asuncion Saguid		x	EPS-II	SGOD- HRD
21. Reynalyn Padsoyan		x	SEPS	SGOD- P & R
22. Elaine Cabuag		x	SEPS	SGOD- SocMob
23. Amil Flaminiano	x		EPS-II	SGOD-SocMob
24. Marilyn Tami-ing		x	P-II	Kias ES
25. Sophia Bermudez		x	Supply Officer	OSDS-Supply Office
26. Jennifer Polido		x	Engineer III	SGOD- EF
27. Remedios Quinio		x	P-III	Pacday Quinio ES
28. Lolita Manzano		x	EPS	CID
29. Rufina Suanding		x	EPS	CID
30. Fernando Eleponga	x		EPS-ALS	CID-ALS
31. Brenda Awingan		x	PSDS	CID
32. Marlyn Api-it		x	EPS	CID
33. Rosalia Ocyaden		x	P-I	San Vicente
34. Jenny P. Orpiano		x	Dentist 1	Pines NHS
35. Simeon Yangyang	x		PSDS	CID