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Office of the Superintendent

Division Memorandum Number 547, s. 2019

**CONDUCT OF CSC - SUPERVISORY DEVELOPMENT COURSE (SDC) TRACKS 2 AND 3 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- Tracks 2 and 3 to selected SDO- employees on **November 4 – 8, 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.
3. Participants are employees who were identified in SDC-Track 1 held last March 2019.
4. Meals, snacks and fees for the CSC training package shall be charged to HRTD funds subject to the usual auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.



**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent