REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION

OFFICE OF THE REGIONAL DIRECTOR

REGIONAL MEMORANDUM

No. 22, s. 2021

JUL 13 2021

CALL FOR PARTICIPANTS TO PROFESSIONAL DEVELOPMENT PROGRAMS FOR NON-TEACHING PERSONNEL CONDUCTED BY CIVIL SERVICE COMMISSION

To: Schools Division Superintendents

1. The Department of Education, in coordination with Civil Service Commission, shall conduct series of Professional Development Programs for Non-Teaching Personnel which shall run from August – September 2021. The activity aims to equip the participants with the necessary knowledge and skills that shall contribute to organizational effectiveness.

2. Below is the list of activities:

<table>
<thead>
<tr>
<th>Title of Activity</th>
<th>Target Participants</th>
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<tbody>
<tr>
<td>1. 2017 Roles in Administrative Cases in the Civil Service</td>
<td>Attorney and Administrative Officers</td>
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<tr>
<td>2. Leave Administration Course for Effectiveness</td>
<td>Personnel Staff</td>
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<tr>
<td>3. Orientation on Omnibus Rules of Leave Application</td>
<td>Personnel Staff</td>
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</tbody>
</table>

3. Schools Division Offices are enjoined to submit list of interested participants on or before July 15, 2021 (3:00 PM) using this link: tinyurl.com/RO1CSCData2021.

4. Participants are expected to enroll to only one of the listed professional development program. Further, participants who already attended related activities are ineligible to enroll the above-mentioned activities.

5. Clarifications may be addressed to the Human Resource Development Division thru: hrdd.region1@deped.gov.ph.

6. Immediate dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Regional Director

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

PERFORMANCE TRAININGS HUMAN RESOURCE