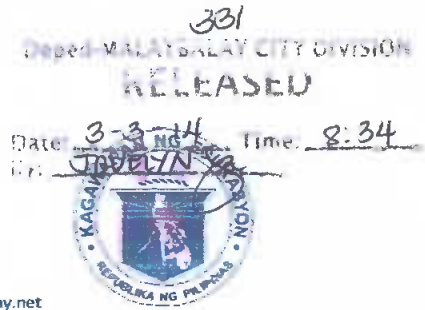




**DEPARTMENT OF EDUCATION**  
**Region X-Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**

Corner Don Carlos-Guingona St., City of Malaybalay  
Contact Numbers: 813-2894, 223-4597

Email Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com); Official website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)



February 28, 2014

**DIVISION ADVISORY**

**DISSEMINATION OF COMMUNICATION FROM THE DIRECTOR IV OF THE CIVIL SERVICE COMMISSION RE: CONDUCT OF SUPERVISORY DEVELOPMENT COURSE-MODULE I (PERSONNEL EFFECTIVENESS)**

**TO : Promotional Staff**  
**Public Schools District Supervisors**  
**Elementary and Secondary School Heads**  
**Section Heads**  
**All Others Concerned**

1. This Office hereby disseminates the herein Fax Message for Transmission dated February 24, 2014 with enclosed communication from the Director IV of the Civil Service Commission, Regional Office No. X, Cagayan de Oro City on the conduct of Supervisory Development Course-Module I (Personnel Effectiveness) on March 6-7, 2014 in Cagayan de Oro City, which is self-explanatory.
2. For information and guidance.

**FOR THE SCHOOLS DIVISION SUPERINTENDENT:**

**JASMIN J. ADRIATICO**  
Education Program Supervisor/  
Officer-In-Charge

Encl.:  
As stated

Copy furnished:  
Records Section

**TO BE POSTED IN THE DIVISION WEBSITE**



Republic of the Philippines  
Department of Education  
**REGION X - NORTHERN MINDANAO**  
Gregorio A. Pelaez Sr. Memorial Sports Center  
Velez St., Cagayan de Oro City  
Tel. No.: (08822) 727835  
Fax No.: (08822) 720665



FAX MESSAGE FOR TRANSMISSION

013  
**RELEASED**

FEBRUARY 24, 2014

THE SCHOOLS DIVISION SUPERINTENDENTS  
ASST. SCHOOLS DIVISION SUPERINTENDENTS-OIC  
THIS REGION

ENCLOSED IS THE COMMUNICATION FROM THE DIRECTOR IV OF  
THE CIVIL SERVICE COMMISSION, REGIONAL OFFICE NO. X, CAGAYAN DE  
ORO CITY ON THE CONDUCT OF SUPERVISORY DEVELOPMENT COURSE-  
MODULE 1 (PERSONNEL EFFECTIVENESS) ON MARCH 6-7, 2014 IN CAGAYAN  
DE ORO CITY.

WIDEST DISSEMINATION OF THIS INFORMATION IS HEREBY  
ENJOINED.

RD RACOMA

SENDER:

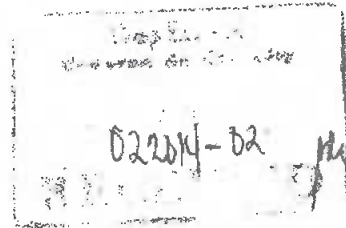
*in chatto*  
ATTY. SHIRLEY O. CHATTO  
Chief Administrative Officer

B1/B2/ovt





REGIONAL OFFICE NO. 10



February 12, 2014

**Dr. Ingrid G. Racoma**  
Officer-in-Charge, Office of the Regional Director  
Department of Education, Region 10  
Don Gregorio Pelaez Sports Center  
Apolinar Velez Street 9000 Cagayan de Oro City

Dear Dr. Racoma :

This Regional Office will conduct a Supervisory Development Course-Module 1 (Personal Effectiveness) on March 6-7, 2014 in Cagayan de Oro City (venue will be announced later). This is to enhance the quality of first-line supervisors which is essential in ensuring sustainability of all efforts directed in increasing employee productivity, improving quality of work life and delivering superior client service.

Target participants are middle managers, first line supervisors, would be supervisors and other employees performing supervisory functions.

A registration fee of Two Thousand Four Hundred (P2,400.00) is charged per participant for this live-out training to defray cost of training materials, handouts, one meal and two snacks for two days and other incidental expenses.

For confirmation and announcement of the venue, please text 09228658344 and 09206686775 or contact telephone numbers (088-22) 71-0056 and/or (088) 858-7563 or email at [hrd\\_csc10@yahoo.com](mailto:hrd_csc10@yahoo.com) for more details.

Very truly yours,

  
**ADAMS D. TORRES**  
Director IV