

Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 6180

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25 APR 2017
RECORDS SECTION

April 25, 2017

TRAVEL ORDER

NO. 299, s. 2017

TO : **MS. GIAN DIAZ**

OFFICE : Division Office, Division of Negros Oriental

PURPOSE : To attend the **COMPETENCY ENHANCEMENT SEMINAR-WORKSHOP ON ACHIEVING EXCELLENCE IN CUSTOMER SERVICE THE ARTA WAY** in lieu of Mrs. Lani B. Yurong

DATE OF TRAVEL : April 28, 2017

VENUE/PLACE : CSC Multi-Purpose Habb B. 4th Level, Sudlon, Lahug, Cebu City

ALLOWED/CHARGED TO: (Division MOOE funds subject to the usual accounting and auditing rules and regulations).

 X : Transportation and other incidental expenses relative to the attendance of this activity.

[Signature]
SALUSTIANO T. JIMENEZ, CESO VI
OIC-Office of the Assistant Regional Director
Concurrent Schools Division Superintendent



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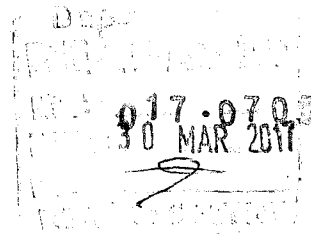
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SGOD Office (035) 225 - 6180

March 29, 2017

TRAVEL ORDER

NO. 244 s. 2017



TO : **DR. CARMELITA A. ALCALA**
DEPS, AP/GAD Coord.

MRS. LANI B. YURONG
HRMO

MRS. REGINA CLARINA EMPESO
EPS - M & E

OFFICE : Division of Negros Oriental

PURPOSE : To attend the Competency Enhancement Seminar-Workshop on "Achieving Excellence in Customer Service the ARTA Way"

DATE OF TRAVEL : April 28, 2017

VENUE/PLACE : CSC Multi-Purpose Hall B. 4th Level, Sudlon, Lahug, Cebu City

ALLOWED/CHARGED TO: **(DIVISION MOOE funds** subject to the usual accounting and auditing rules and regulations)

- ☒ : Registration/Transportation and other expenses
☐ : Meals and accommodation
☐ : Transportation Expenses
☐ : Transportation/per diem & other incidental expenses

SALUSTIANO T. JIMENEZ, CESO VI
OIC-Office of the Assistant Regional Director
Concurrent Schools Division Superintendent

3/29/17

SGOD
STJ/rbp

30 MAR 2017





March 15, 2017

MS. LELANIE T. CABRERA, CESE
 OIC - Schools Division Superintendent
 Department of Education Division Office of Negros Oriental Province
 Dumaguete City, Negros Oriental

Dear Ms. Cabrera:

Cognizant of the need to continuously promote customer service effectiveness, this Office will conduct a Competency Enhancement Seminar-Workshop on "Achieving Excellence in Customer Service the ARTA Way" on April 21, 2017 at this Office's Multi-Purpose Hall B, 4th Level Sudlon, Lahug, Cebu City. This Competency Enhancement Workshop is designed to hone practical skills and techniques to ensure customer service excellence. At the same time, equip the agencies in meeting the challenges of RA 9485 and their own situations – fulfilling customer expectations in the process and complying internal mandates, improving staff morale, and gaining deeper insights into conditions that have impact on the agency mission while increasing productivity and reducing costs.

Target participants are the agencies designated Bilis Aksyon Partners (BAPs), Second level employees including department heads and division chiefs, especially those assigned in the frontline services and HRMOs, Heads of service offices and agencies, encouraged to attend the said training program. A minimal training fee of Php 1,400.00 per participant will be collected to cover costs of materials/handouts, meals and snacks, honoraria, transportation, and such other incidental expenses.

For confirmation, please send thru fax the pre-filled confirmation slip to Ms. Rosemarie A. Minoza of this Office's Public Assistance and Liaison Division (PALD) at telephone numbers (032) 414-7488; 253-9050 or send it through our email account at raminoza@yahoo.com or raminoza@csc.gov.ph. Deadline for submission is on April 21, 2017.

Very truly yours,

EDITHA D. LUZANO
 Acting Director IV

CONFIRMATION

This is to confirm that the following personnel will participate in the said seminar:

Name	Designation/Position
1) DR. CARMELITA A. ALCALA	Designated Bilis Aksyon Partner
2) MR. ROSEMARIE A. MINOZA	Acting Director IV