



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

September 12, 2018


**DIVISION MEMORANDUM**

No. 563, s. 2018

**DIVISION ORIENTATION ON CIVIL SERVICE POLICIES AND GUIDELINES**

TO : Assistant Schools Division Superintendents  
Division Chiefs  
Division Education Program Supervisors & Division Coordinators  
Senior/Education Program Specialists  
Public Schools District Supervisors/Districts-In-Charge  
All Others Concerned

1. In line with the Celebration of the 118<sup>th</sup> Founding Anniversary of the Civil Service Commission 118<sup>th</sup> Founding Anniversary, the Schools Division of Negros Oriental will hold an **Orientation on the Civil Service Policies and Guidelines on September 28, 2018 at Cana Resort, Amlan, Negros Oriental.**
2. This activity aims to:
  - a. discuss Civil Service Commission mandates, policies and guidelines on frontline services.
  - b. discuss Citizens Charter.
  - c. gain strategies on improving efficiency in the workplace.
  - d. create an action plan on improving efficiency and quality in the delivery of services.
  - e. show commitment and to offer a gift to nature by mangrove planting
3. Travelling and other incidental expense of participants shall be charged to Division HRTD funds subject to the usual accounting and auditing rules and regulations. First meal to be served will be A.M. snacks of September 28, 2018 and the last meal is P.M. snacks of the same day.
4. Transportation to the venue will be provided thus all participants are required to be at the Division Office Lobby before 6:00 in the morning on September 28, 2018.
5. This Division Memorandum serves as TRAVEL ORDER.
6. Widest dissemination of this division memorandum is desired.

  
**WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent

12 SEP 2018