



Republic of the Philippines
Region XVIII, Negros Island Region
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

917.0123
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Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Schs. Division Supt's Office); (035) 225-1623 (Asst. Schs Div. Supt's Office);
(035) 225-1622 (Promotional Section/EPs); (035) 422-7643 (Cashier's Section); (035) 422-8511 (Planning Section);
(035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section);
(035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-2378 (ALS Section); (035) 225-7012 (PFSED Section);
(035) 225-1640 & (035) 225-6180 (Accounting Section); (035) 422-3921 (Supply Section)

January 20, 2017

MEMORANDUM TO :

DR. RACHEL B. PICARDAL
EPS – Chief, SGOD

This Office

You are hereby informed of your attendance (together with undersigned) to the Training Program on Making a Winning Nomination to the CSC Honor Awards Program (HAP) on February 9, 2017 at the CSCRO7 Multi-Purpose Hall B, 4th Level, Sudlon, Lahug, Cebu City.

Traveling and other incidental expenses incurred in connection with this activity shall be charged against local funds/MOOE, subject to the usual accounting and auditing rules and regulations.

For your information and guidance.

God Bless!

SALUSTIANO T. JIMENEZ, LIB., CESO VI
OIC-Asst. Regional Director
Concurrent Schools Division Superintendent
1/20/17

STJ/bing



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January 20, 2017

TO : **DIR. EDITHA D. LUZANO**
Civil Service Commission
Regional Office No. 7
Sudlon, Lahug, Cebu City

SUBJECT : **NOMINATION OF QUALIFIED APPLICANTS**

The following employees in this Office are nominated to the Seminar Workshop on Honor Awards Program: "How to make a winning nomination to the Honor Awards Program" on February 9, 2017 to be held at the CSC Multi-Purpose Hall, Sudlon, Lahug, Cebu City.

NAME	NICKNAME	POSITION	APPOINTMENT STATUS
1. SALUSTIANO T. JIMENEZ	"ZALDY"	OIC-Office of the Asst. Regional Director, NIR & Concurrent Schools Division Superintendent, DepED-Division Of Negros Oriental	PERMANENT
2. RACHEL B. PICARDAL	"CHING"	EPS-Chief, SGOD	PERMANENT

The above-mentioned qualified personnel are nominated with commitment of agency support to attend said training program.

Very truly yours,

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

STJ/bing



January 10, 2017

n: 1/19/17 g

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

Dear Ms. Cabrera:

The Honor Awards Program (HAP), is the annual undertaking of the Civil Service Commission that recognizes civil servants who have given pride and glory to the government service, those who have displayed outstanding work performance.

As in the previous years, three (3) award categories are at stake, namely: Presidential or Lingkod Bayan Award, the Outstanding Public Officials and Employees or the Dangal ng Bayan Award and the Civil Service Commission Pagasa Award. For the past four (4) years, officials and employees from region VII made it to the national level and we are proud of that accomplishment.

To assist you in the preparation of a Winning Nomination, this office is pleased to announce the conduct of a **Training Program on Making a Winning Nomination to the CSC Honor Awards Program (HAP) on February 9, 2017** at the CSCRO7 Multi-Purpose Hall B, 4th Level, Sudlon, Lahug, Cebu City.

This one-day course was conceptualized to address the challenges faced by the nominators in effectively packaging a good nomination to the Honor Awards Program (HAP) with the end of eventually receiving from the participants, actual nominations that are effectively packaged in form and substance.

We believe that there are officials and employees in your agency who are worthy of the recognition. Thus, we are inviting your personnel who is responsible in the preparation or packaging of nominations to participate in this course.

A minimal training fee of PHP 1, 200.00 per participant shall be collected to cover costs of materials/handouts, meals and snack, honoraria of resource persons and such other incidental expenses.

May we request that office to send participants to the said training. For confirmation of attendance, please fax or email the duly filled-up reply form (copy attached) of this office's Public Assistance and Liaison Division through telefax no. (032) 414-7488 or email account at cscro7@yahoo.com or mcfortuna@csc.gov.ph

Thank you for your continued support to the programs and the thrusts of the Commission.

Very truly yours,


EDITHA D. LUZANO
Acting Director IV

Bawat Kawani. Lingkod Bayani

Republic of the Philippines

(Name of Agency)

(Tel. /Fax Number/e-mail address)

(Date)

To : **DIR. EDITHA D. LUZANO**
Civil Service Commission
Regional Office No. 7
Sudlon, Lahug, Cebu City

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	NAME	NICKNAME	POSITION	APPOINTMENT STATUS
1.				
2.				
3.				
4.				
5.				

(Please use additional paper if necessary)

The above-mentioned qualified personnel are nominated with commitment of agency support to attend said training program.

Very truly yours,

(Agency Head)

In case of cancellation of this nomination, the agency concerned is requested to inform the Civil Service Commission within three (3) days before the schedule.