



Republic of the Philippines

Department of Education

DOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:

OSDS-PER-UM-09-12-2023/MBL

TO :

Public Schools District Supervisors/OIC

Elementary & Secondary School Heads

All Others Concerned

FROM

SOCORRO V. DELA ROSA, CESO V

Schools Division Superintendent

SUBJECT

SEMINAR-WORKSHOP ON LEAVE ADMINISTRATION

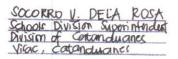
DATE

September 12, 2023

- 1. Attached is the Catanduanes Council of Human Resource Management Practitioners (CCHRMP) invitation letter re: Seminar-Workshop on Leave Administration on September 20-21, 2023.
- School Heads are advised to send at least one (1) participant preferably nonteaching personnel In-Charge of Leave/Form 7.
- 3. A registration fee of Php2,000.00 per participant shall be charged to local funds/school MOOE subject to the availability of funds.
- 4. For information and guidance.

MBL/UM-Seminar-Workshop on Leave Administration _0\&0/September 12, 2023





Dear Ms. DELA ROCA

We are pleased to announce the conduct of Seminar-Workshop on Leave Administration on September 20-21,2023 via face-to-face. This course aims to provide participants with proper and updated understanding of the principles, policies and guidelines governing the Omnibus Rules on Leave Administration. Please find below the details of the program.

Seminar-Worksho	p on Omnibus Rules on Leave Administration
Target Participants	Heads of Agencies Managers/Supervisors Human Resource Management Practitioners Government Employees All Interested participants
Investment Fee	2,000.00 (per participant) Inclusive of 2 Lunch 4 Snack Seminar Kits
Where to register	Registration shall be done at CCHRMP L&D Secretariat through Ms. Ma. Ada I. Condeno Contact #: 09088841521 E-mail Address: manaadacondeno@yanoo.com
Deadline of Registration and Payment	September 19, 2023
Venue	CatSU Auditorium
Learning Objectives	By the end of the 16-hour Seminar-Workshop on Omnibus Rules on Leave Administration, participants will be able to fully understand principles, policies and guidelines on Omnibus Rules on Leave and apply it on their respective workplace
Mode of Payment	Thru: Bank (Check Deposit) Bank Name: DBP Acct. Number: 00-5-01455-605-3 Acct. Name CCHRMP GCASH GCASH Number: 09610269282 Account Name: Kim Christian V. Nazareno

We look forward to seeing your employees at this learning and development intervention.

Very truly yours.

MA. SIONNE MAY T. CRISPINO Administrative Officer V, HRMS

Noted:

KIM CHRISTIAN V. NAZARENO Administrative Officer V, LGU San Andres

CCHRMP President

ENIDA B. ABORDO

Director II CSC FO-Catanduanes CCHRMP Adviser

AVP

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CCHRMP Officers

MA. ADA I. CONDENO

Supervising Administrative Officer LGU Pandan, Catanduanes Vice-President, CCHRMP

Open Forum
Health Break

Closing Program

Photo Opportunity

Awarding of Certificate to the Speaker/s_

Message of Thanks/Closing Remarks_

Singing of Awiting Serbisyo Sibil

Distribution of Certificates to the Participants CCHRMP Officers

Prayer_

Part IV.