



May 27, 2014

DIVISION MEMORANDUM
No. **242**, s. 2013

PUBLIC SCHOOL TEACHERS' FORUM ON CS MATTERS

To: **District Supervisors/OICs**
Central School Principals
Secondary Lead School Principals

1. Relative to the letter of *Dir. Karin Litz P. Zerna*, Civil Service Commission, Regional Office 7, Sudlon, Lahug, Cebu City, dated February 28, 2014, attached herewith, a one-day Public School Teachers' Forum on CS Matters will be conducted on **June 20, 2014 at the Ecotech Center, Sudlon, Lahug, Cebu City.**
2. Participants to this forum are PSDS/OICs, Central School Principals, Secondary Lead Principals and two (2) more additional participants, preferably School Principals from each level to be chosen by the PSDS/OIC (for elementary per district) and by the Secondary Lead Principal (for secondary level per municipality). The names of the additional participants must be submitted to the Office of the *Administrative Officer V* of this division on or before June 13, 2014, for the preparation of the certificates to be distributed after the forum.
3. Registration fee of **Three Hundred Pesos (PhP 300.00)**, inclusive of honoraria of resource speakers, training materials and certificates; and expenses for the venue, meals and snacks shall be chargeable against Division INSET Funds, while travelling expenses shall be chargeable against local school MOOE/SEF/PTA Funds, subject to availability and the usual accounting and auditing rules and procedures.
4. This Memorandum serves as you Authority to Travel.
5. For inquiry, please call the Office of the Administrative Officer V at Tel No. 236-4625.
6. Immediate and wide dissemination of this Memorandum is desired.

ARBENDY MONISIT, ED. D.
Schools Division Superintendent



D 322861T

February 28, 2014

DR. ARDEN D. MONISIT
Schools Division Superintendent
Department of Education
Division of Cebu Province
Sudlon, Lahug, Cebu City

Dear **Superintendent Monisit**:

A one-day **Public School Teachers' Forum on CS Matters** will be conducted by this Office to all school administrators and teachers of that division on a date convenient to you and the participants.

The forum aims to gain understanding of the basic laws and rules on appointments, leave and other policies concerning public school teachers and for the participants to better appreciate their role as public servants, understand the privileges due them and clarify issues and concerns.

As earlier discussed by the representative of your Office and our Cebu North Field Office, your Office will provide the venue and food for the participants while this Office will take care of the training materials, certificates and other related administrative support services.

To defray expenses for transportation, honoraria of resource speakers, training materials, certificates and other incidental expenses, this Office will collect PhP300.00 per participant as training fee.

Our Cebu North Field Office personnel will be coordinating with your staff on the matter, most especially on the schedule of the said Forum.

Very truly yours,


KARIN LITZ P. ZERNA
Director IV

In a Race to Serve

Responsive, Accessible, Courteous and Effective Public Service