



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2023-0123

To: Assistant Schools Division Superintendent
Chief, Education Program Supervisor, SGOD
Senior Education Program Specialist, SGOD-HRD

Subject: **ARTS OF SOCIAL GRACES SEMINAR**

Date: May 22, 2023

1. The **Career Executive Service Board** will conduct the **“Arts of Social Graces”** Seminar on May 30, 2023 at the venue to be announced in Davao City.
2. This is to hereby advise the aforementioned to attend the said event on official business. Attendance to this activity shall be guided with the provisions in the National Budget Circular 563 dated April 26, 2016. Hence adherence to DO 030, s. 2021, on the Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders shall be strictly observed.
3. Travel and other expenses incurred in attending to the said event shall be charged to HRD Funds subject to the usual accounting and auditing rules and regulations.
4. Other important details are stipulated in the attachments.
5. In participating in the different activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
6. Immediate dissemination of this memorandum is desired.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

SGOD/jam

Page 1 of 1



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 216 0188
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte





Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD

No. 3 Marcelino Street, Sidora Hills Subd. | Tel. Nos. +63 2 951 4981 to 85
Brqy. Holy Spirit, Dliiman, Quezon City 1127 | Website: www.cesboard.gov.ph



12 May 2023

Dear Career Executive Service Officers and Third level Eligibles:

Warm greetings from the Career Executive Service Board!

With the successful run of the CES Club entitled "Art of Social Graces" in 2022, we are pleased to inform you that we are bringing this event to Davao City on 30 May 2023 at the venue to be announced.

This session provides lessons and workshops that would enhance one's confidence and professional image through knowledge and skills on professional dressing, social graces, and international protocol.

Attendance in the said activity entitles the participation to four (4) hours training credits. There shall be a registration fee of **₱2,000.00** which covers lunch and afternoon snack, training kits and certificates.

Registration fee may be paid in cash, check, or through LDDAP payable to Career Executive Service Board with Account Number 0622-1022-34. Interested participants may confirm their attendance by sending the accomplished registration form and proof of payment to pmad@cesboard.gov.ph or through this link, <https://forms.gle/8z5fSPHBao4udqCdA>, on or before **25 May 2023**. There are limited slots available, hence, acceptance to the event is on a first come, first served basis. Cancellation or changes in the registration should be made in writing and should be received on or before 25 May 2023. Failure to cancel attendance on or before the said date will compel the CESB to bill you with the full amount (₱ 2,000.00) of the Registration Fee.

For further queries, they may also call Ms. Ellaine Mamhot at (02) 89514981 local 126.

We look forward to see you in this activity. Thank you.

Very truly yours,

MARIA MARCY COSARE-BALLESTEROS, *CESO II*
Executive Director