



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2023-0243

To: Marseille M. Quesada, Administrative Officer II

Subject: ATTENDANCE TO THE LEARNING SESSION ON UPDATED PROCEDURE/ REQUIREMENT FOR BIR REGISTRATION OF JOB ORDER AND CONTRACT OF SERVICE WORKERS, CHRMP REGULAR MEETING & UPDATES ON CSC POLICIES, RULES AND REGULATIONS WITH THE NEWLY INSTALLED CSC PROVINCIAL DIRECTOR, MS. RUBY A. ESPANOLLA

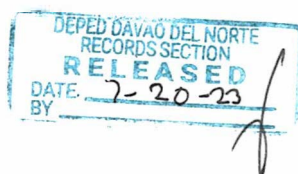
Date: July 20, 2023

1. Enclosed is the invitation from the Council of Human Resource Management Practitioners of Davao del Norte relative to the attendance to the Learning Session on Updated Procedure/ Requirement for BIR Registration of Job Order and Contract of Service Workers, CHRMP Regular Meeting & Updates on CSC Policies, Rules and Regulations with the newly installed CSC Provincial Director, Ms. Ruby A. Espanolla which is self-explanatory.
2. It is informed that you are enjoined to attend to the said activity scheduled on **July 27, 2023** at Arman's Restaurant Function Room, Bonifacio Street, Tagum City. Your attendance is of utmost importance as it will provide you with essential insights that you can later impart within the Division office.
3. Travel and other expenses relative to the foregoing is subject to availability of funds and existing allowable travel expenses of government personnel.
4. For proper guidance and adherence.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent



PER/rbg

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FOR : THE HONORABLE PROVINCIAL GOVERNOR,
ALL HONORABLE CITY AND MUNICIPAL MAYORS,
HEADS OF NATIONAL GOVERNMENT AGENCIES,
GOVERNMENT FINANCING INSTITUTIONS,
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS,
DEPED DISTRICTS AND SCHOOLS, STATE UNIVERSITIES AND
COLLEGES, LOCAL WATER DISTRICTS AND OTHER GOVERNMENT
ENTITIES WITHIN DAVAO DEL NORTE

13 JUL 2023

NORAISABEL SALIC
Support Staff

ATTENTION : HUMAN RESOURCE MANAGEMENT OFFICERS,
ADMINISTRATIVE OFFICERS AND OTHER HUMAN RESOURCE
MANAGEMENT PRACTITIONERS

SUBJECT : INVITATION TO THE LEARNING SESSION ON UPDATED
PROCEDURE/REQUIREMENT FOR BIR REGISTRATION OF
JOB ORDER AND CONTRACT OF SERVICE WORKERS,
CHRMF REGULAR MEETING & UPDATES ON CSC POLICIES,
RULES AND REGULATIONS WITH THE NEWLY INSTALLED
CSC PROVINCIAL DIRECTOR, MS. RUBY A. ESPAÑOLA

DATE : JULY 12, 2023

We wish to inform you that the Council of Human Resource Management Practitioners (CHRMF) Davao del Norte Chapter will conduct the following activities with the newly installed Provincial Director, Ms. Ruby A. Española, to wit:

1. Learning Session on Updated Procedure/Requirement for BIR Registration of Job Order and Contract of Service Workers
2. Updates on CSC Policies, Rules and Regulations
3. Regular Meeting

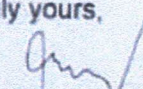
It is scheduled at **Arman's Restaurant Function Room, Bonifacio Street, Tagum City** on **27 July 2023 at 8:00 o'clock in the morning.**

There will be a Registration Fee of **One Thousand Two Hundred Pesos (P1,200.00)** to defray expenses including input materials and certificates. Moreover, it will be greatly appreciated if confirmation of attendance will be received by the Secretariat on or before July 21, 2023 through mobile no. (0920-974-5783), email address phrmo@davaodelnorte.gov.ph and/or through the CHRMF Chatgroups.

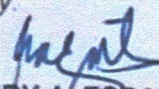
In this regard, may we humbly request for your usual collaboration and support by allowing your Human Resource Management Officers, Administrative Officers and other Human Resource Practitioners to attend the said activity.

Thank you very much.

Very truly yours,


EDWIN A. PALERO, MPA, MHRM
President, CHRMF DavNor

Noted by:


DIR. RUBY A. ESPAÑOLA
Director II, Civil Service Commission
Davao del Norte Field Office