


August 29, 2013

**CSC FORUM OF SCHOOL ADMINISTRATORS
ON CIVIL SERVICE MATTERS**

MEMORANDUM TO:

Schools District Supervisors
Full-fledge Head Teachers & Principals I
of Public Elementary and Secondary Schools

1. In line with the objectives of the Civil Service Commission as the central personnel agency in the government continuously conducts training for government personnel aimed at enhancing their knowledge and skills.
2. As public servants, Public School Teachers should set an example for others to emulate, they should be advocates of new paradigms, perspectives, values and behaviour. There is a need to provide them with maximum learning, and an opportunity to update them of the laws and regulations affecting their stay in the service and the consequences of any violation thereof.
3. Relative thereto a one-Day Seminar on Civil Service Updates for Public Service Ethics and Accountability shall be conducted by the Civil Service Commission, at the BPSTEA Building, Tamblot St., Tagbilaran City. Registration will start at 7:30 in the morning on the following scheduled dates:
 1. All Elementary School Head Teachers I, II & III - September 3, 2013
 2. All Elementary School Principals I - September 4, 2013
 3. All Secondary School Heads - September 5, 2013
4. This one-day seminar aims to:
 - a. Gain understanding on Omnibus Rules on Leave and its Implementing Rules and Regulations, and policies on appointments and other policies concerning public school officials and employees;
 - b. Better appreciate their roles in developing the ethical and moral behaviour of every student, clientele; and
 - c. Provide an in-depth understanding of their roles as public servants.
5. A registration fee of Php. 300.00 for each participant to cover venue, 1 meal and 2 snacks are chargeable against local/school MOOE funds subject to the usual accounting and auditing rules and regulations.
6. For the guidance and compliance of all concerned.


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OIC, Office of the Schools division Superintendent