



January 5, 2018

Dear _____:

Greetings from the Civil Service Commission (CSC) Regional Office VIII!

We would like to inform your office that the seminar on the **Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA per Memorandum Circular No. 24 series of 2017 dated August 24, 2017) and Rules on Administrative Cases in the Civil Service (CSC Resolution No. 1701077 Promulgated on July 3, 2017) for Leaders** previously scheduled on January 18-19, 2018 has been reset to **February 21-22, 2018** due to circumstances beyond our control. The venue of said activity shall now be at **Cebu City**.

This two-day live-out training aims to provide updates on Recruitment, Selection and Placement and all other human resource (HR) actions in government service. As well as updates on all disciplinary and non-disciplinary administrative cases or matters brought before the Civil Service Commission (CSC) and all government agencies. Target participants include Local Chief Executives and their Vice, Regional Directors, School Superintendents, SUC Presidents and Managers and all other Heads of Agencies and shall be entitled to sixteen (16) leadership/managerial training hours.

Nominations, however, will be treated on a **FIRST-COME-FIRST-SERVED** basis, thus once the target number of participants is reached, we shall not confirm nominations.

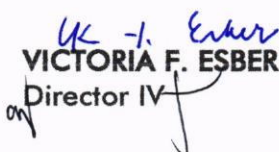
Registration fee of **Six Thousand Pesos (P6,000.00) per participant** shall be made through cash or check, payable to the **Civil Service Commission Regional Office VIII** on or before **February 5, 2018**.

In cases of failure of confirmed participants to attend the training, the participant(s) shall be charged 80% of the training fee. This is resorted due to the preparations and actual costs already entitled for the participant(s), like the printing cost of manual or materials and catering service. Hence, participant(s) who wish to cancel his/her reservations for valid reason(s) and duly approved by the agency head, shall inform the Field Office and/or the Human Resource Division of this Office at least seven (7) days prior to the scheduled conduct of the training to give us ample time to inform our service providers.

Please register at the nearest CSC Field Office. For inquiries, please contact Mr. Ryan Jose M. Estoque of the CSCRO VIII-HRD at (053) 323-2962 or any of our CSC Field Offices.

Thank you.

Very truly yours,


VICTORIA F. ESBER
Director IV

Bawat Kawani, Lingkod Bayani