



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 22, 2022

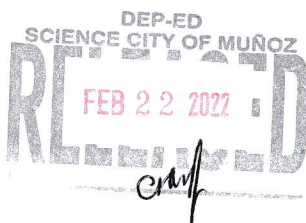
DIVISION MEMORANDUM

No. 119, s. 2022

**FACE-TO-FACE ORIENTATION/COACHING WITH CIVIL SERVICE
COMMISSION (CSC) PROCESSING OF APPOINTMENT**

To: Assistant Schools Division Superintendent
Administrative Officer V – Admin Unit
Administrative Officer IV - HRMO
Administrative Officer II
Personnel in Charge of School HR (Secondary)
All Others Concerned

1. The Division of Science City of Muñoz will be conducting a Face- to- Face Orientation/Coaching with the Civil Service Commission (CSC) personnel about the processing of Appointment on March 23, 2022, 8:30 AM to 5:00 PM at SDO Conference Hall.
2. This seminar aims to:
 - a. Know the do's and don'ts in processing of appointments;
 - b. Instill the checking of signatories, proper sequence of appointment and its attachments; and
 - c. execute the processing of appointment effectively.
3. The participants to the said orientation are the Assistant Schools Division Superintendent, Administrative Officer V (Admin), Administrative Officer IV (Personnel), (6) six Administrative Officer, II designated in Schools and two (2) Personnel in Charge of School HR (Secondary).
4. Immediate dissemination of this Memorandum is earnestly desired.




DANTE G. PARUNGAO, CESO VI
Schools Division Superintendent



Loyal, Excellent, Accountable and Dedicated to Service

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DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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COMMISSION (CSC)
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Program of Activities

DATE	TIME	TOPIC/ACTIVITY	RESOURCE SPEAKER(S)/ PERSON(S) INVOLVED
March 17, 2022	9: 00 AM	Objectives of the Program	Stella Marie C. Dumale Administrative Officer IV
		Welcome Message	Dante G. Parungao, CESO VI Schools Division Superintendent
		Coaching Proper	Maj. Eleanor M. Prado, RES PA Director II Nueva Ecija CSC- Field Office
	4:30 PM	Open-forum	
	5:00 PM	Closing Remarks	Zurex T. Bacay, PhD. Assistant Schools Division Superintendent
JENNIELLE ANNE B. NARCA Administrative Assistant III Moderator			

RAMHR2022



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