



CONTROL NO. 0247

Republic of the Philippines
Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

RELEASE
NO. 024-0871
DATE 05 APR 2024
BY [Signature]
RECORDS SECTION

REGION: VII- Central Visayas

BUREAU/DIVISION/SCHOOL: DepEd, Schools Division of Negros Oriental

Name	JOHANNA LANI O. BALACY
Position/Designation	Administrative Assistant III
Permanent Station	Admin. Office
Purpose of Travel	To attend the Seminar-Workshop on 2017 Rules on Administrative Cases in the Civil Service (RACCS)
Host of Activity	Civil Service Commission
Period Covered (Inclusive of Travel Time)	April 17-18, 2024
Venue/Destination	Siquijor State College, Larena, Siquijor
Fund Source	Division / local MOOE Funds

I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.

J. Balacy
JOHANNA LANI O. BALACY
Name and Signature of Requesting Employee

4-5-2024
Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein

[Signature]
LANI B. YURONG
Name and Signature of Recommending Authority

4-5-2024
Date

APPROVED

[Signature]
NERI C. OJASTRO, EdD CESO V
Name and Signature of Approving Authority

4-5-2024
Date



Republic of the Philippines
Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

DEPED NO. 024-0874
RELEASED
DATE 05 APR 2024
BY [Signature]
HR SECT

REGION: VII- Central Visayas

BUREAU/DIVISION/SCHOOL: DepEd, Schools Division of Negros Oriental

Name	ANALOU G. SAGA
Position/Designation	Administrative Officer II
Permanent Station	Human Resource Management Unit
Purpose of Travel	To attend the Seminar-Workshop on 2017 Rules on Administrative Cases in the Civil Service (RACCS)
Host of Activity	Civil Service Commission
Period Covered (Inclusive of Travel Time)	April 17-18, 2024
Venue/Destination	Siquijor State College, Larena, Siquijor
Fund Source	Division / local MOOE Funds

I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.

ANALOU G. SAGA

Name and Signature of Requesting Employee

4-5-2024

Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein

LANI B. YURONG

Name and Signature of Recommending Authority

4-5-2024

Date

APPROVED

NERI C. OJASTRO, EdD CESO V

Name and Signature of Approving Authority

4-5-2024

Date



Civil Service Commission Regional Office VII

8 March 2024



SUPT. NERI C. OJASTRO EdD, CESO V

Schools Division Superintendent

Department of Education Division of Negros Oriental Province

Division Office of Negros Oriental, Dumaguete City

Dear **Superintendent Ojastro**:

Rule VII, Sec. 7 (e) of the Omnibus Rules Implementing Book V of Executive Order No. 292, government agencies must ensure that each employee must have at least one human resource intervention every year. This is to ascertain that our Human Resource (HR) will continuously build their capability and make our organization agile and future ready. Also, in support to the Government's commitment to provide efficient and effective public service delivery and to help address your agency's training needs, may we invite you to send participants to the **Seminar-Workshop on 2017 Rules on Administrative Cases in the Civil Service (RACCS)** on **17-18 April 2024** at **Siquijor State College, Larena, Siquijor.**

The SW on 2017 RACCS is an update of the 2011 version, contains procedural guidelines for the disposition of disciplinary and non-disciplinary cases. It is aimed at enhancing participants' knowledge and skills on current trends, issues and latest CSC policies.

Registration fee is P 4,000.00 per participant to cover the training cost including meals (lunch and 2 snacks, a.m. and p.m.) for two days and the Certificate of Training equivalent to sixteen (16) technical training hours. For more information your HRMO or designated Learning and Development Focal may visit and register through this link <https://bit.ly/CSC7TrainingRegistration> or contact/email our CSC FO-Siquijor at ro07.fo_siquijor@csc.gov.ph.

We look forward to your positive response to this invitation.

Very truly yours,

ATTY. ARIEL B. BACATAN
Acting Director IV

Bawat Kawani, Lingkod Bayani