



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

December 9, 2022

REGIONAL MEMORANDUM

No. **1390**, s. 2022

ENHANCED LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (ELACE)

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

- Attached is a letter from Civil Service Commission Regional Office VIII inviting participation to a two-day webinar entitled "Enhanced Leave Administration Course for Effectiveness (ELACE) to be held on December 13-14, 2022 via Zoom Platform.
- The program is designed to provide necessary updates on the various CSC laws, rules and regulations on leave.
- All Department/Division/Unit/Section Heads, Office Administrators, Division/District Supervisors, Elementary/Secondary/Junior High School Principals, Head Teachers and HRM Practitioners are encouraged to attend. A certificate of Completion for sixteen (16) technical training hours will be issued to participants who completed the session and accomplished the evaluation requirements. For further details, please see attached communication letter.
- Immediate dissemination of and compliance with this memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director *efb*

Enclosures: As stated

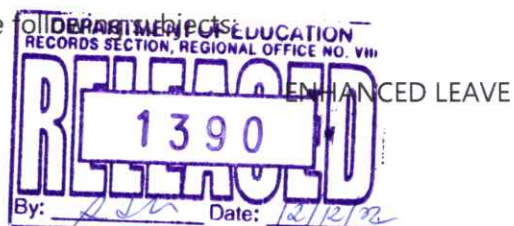
References: None

To be indicated in the Perpetual Index under the following:

CSC COURSE

CSC LAWS

HRDD-NEAP-R-MCP



Government Center, Candahug, Palo, Leyte
(053) 323-3156 | region8@deped.gov.ph
ISO 9001:2015 Certified

DepEd RO8 ATA-F22 (CY2018-v03-r00) Page 1 of 1



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Civil Service Commission Regional Office VIII

RECEIVED stamp with date DEC 05 2022, handwritten number 10358, and signature. Below it is an 'OFFICE OF THE DIRECTOR IV' stamp with dates 06 DEC 2022 and 07 DEC 2022, and signatures.

10 November 2022

Dir. Evelyn R. Fetalvero, CESO IV
Regional Director
DepED RO VIII, Candahug, Palo, Leyte

Dear Dir. Fetalvero:

The CSC RO VIII will conduct the "Enhanced Leave Administration Course for Effectiveness (ELACE) on 13-14 December 2022, via the Zoom Platform. This program is designed to provide necessary updates on the various CSC laws, rules and regulations on leave.

The two-day webinar is intended for all heads of agencies of NGAs, SUCs, LGUs, GOCCs, and Local Hospitals including their Assistants, Department/Division/Unit/Section Heads, Office Administrators, Division/District Supervisors, Elementary /Secondary/Junior High School Principals, Head Teachers and all Human Resource Management Practitioners (HRMPs).

Table with 4 columns: Specific Dates, Course Title and Specific Modules, Curriculum, No. of Training. Row 1: December 13-14, 2022 (9:00AM-4:00PM), Enhanced Leave Administration Course for Effectiveness (ELACE), Technical, 16.

A Certificate of Completion for sixteen (16) technical training hours (six hours synchronous activity and 2 hours asynchronous activity per day) shall be issued to participants who completed the two-day session and accomplished the evaluation requirements.

A Registration Fee of P2,400.00 shall be charged per participant for the whole two-day webinar. Please confirm your attendance to the above-mentioned webinar using the link which will be posted on the Official CSC RO VIII website on a "first-come, first-served basis". A maximum of 90 participants shall be accommodated in the webinar. The Zoom Meeting ID and Password shall be sent to the registered email accounts of the confirmed participants. For inquiries, please call the CSC RO VIII-HRD at (053) 888-1811 or any of the CSC Field Offices.

Thank you and see you via Zoom!

Very truly yours,

Handwritten signature of Atty. Marilyn E. Taldo

ATTY. MARILYN E. TALDO
Director IV



Civil Service Commission Regional Office VIII

10 November 2022

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Regional Director
DepED RO VIII, Candahug, Palo, Leyte

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ATTY. MARILYN E. TALDO
Director IV

Bawat Kawani, Lingkod Bayani



Civil Service Commission Regional Office VIII

10 November 2022

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Regional Director
DepED RO VIII, Candahug, Palo, Leyte

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Director IV

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