



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Personnel-RM-2025-303

21 April 2025

Regional Memorandum
No. 303, s. 2025

**CONDUCT OF SUPERVISORY DEVELOPMENT COURSE
TRACK 1 BY THE CIVIL SERVICE COMMISSION
(CSC) REGION IV**

To **Regional Office Officials**
Schools Division Superintendents
All Others Concerned

1. Enclosed is a copy of the letter dated March 27, 2025 signed by **Dir. MARIA LETICIA G. REYNA**, MNSA, Director IV, Civil Service Commission (CSC) Region IV, Panay Avenue, Quezon City, relative to the conduct of learning and development intervention (L&DI) entitled **Supervisory Development Course Track 1**, to be held on April 22-25, 2025 (Live-out, 4 days) in Quezon City. This L&DI has a thirty-two (32) hours of credit under the Leadership strand.
2. The Human Resource Management Officers, human resource management practitioners, and potential supervisor with Salary Grade (SG) 18 and above, and other staff who are currently under SG 18 but are handling supervisory roles/functions as certified by the Head of Agency are invited to attend the aforementioned activity.
3. Attention is invited to the third paragraph of the said letter for the learning investment (registration) fee, and the mode of payment for information and reference.
4. For further questions or clarification, please contact SARAH JANE A. RICO, Supervising HR Specialist of the Human Resource Division at (02) 8927-1832; (02) 7508-0377 or via email: ro04.hrd@csc.gov.ph [**SUBJECT:** SDC Track 1].
5. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

b

Incls.: As stated

nl
08C/ROA/P1



Regional Office IV

27 March 2025

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director
DEPARTMENT OF EDUCATION IV-A
Cainta, Rizal

Dear Director Escobarte:

The CSC Regional Office IV would like to invite your Human Resource Management Officer, human resource management practitioners and potential supervisors with Salary Grade (SG) 18 and above, and other staff who are currently under SG 18 but are handling supervisory roles/functions as certified by the Head of Agency, to the learning and development intervention (L&DI) entitled **Supervisory Development Course Track 1**, to be held on 22 – 25 April 2025 (Live-out, 4 days) in Quezon City.

This L&DI, with thirty-two (32) hours of credit under the *Leadership* strand, has the following objectives:

- Enhance the performance of first-line supervisors in their supervisory and managerial functions;
- Develop quality of supervisors to ensure sustainability efforts directed toward employee empowerment in the service; and
- Commit to developing technical and leadership skills necessary for a supervisor.

Before clicking the **REGISTRATION LINK** [<https://bit.ly/CSCRO4TrainingReg2025>], you may first settle your one-time learning investment fee of PhP11,200.00 through any of the following channels:

- **Cash/Cheque or Online Deposit via Land Bank of the Philippines**
Account Name: CSC REGION 4 TRAINING
Savings Account Number: 0232-1121-07

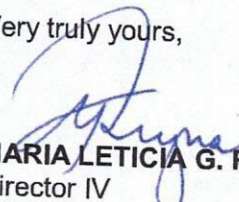
**Please immediately proceed to the Regional Office or any CSC RO IV Field Office, bring your original proof of bank transaction / printed copy of the online transaction, and request for an Official Receipt.*

- **Payment via Regional or Field Office**

Should there be any questions or clarification, please contact SARAH JANE A. RICO, Supervising HR Specialist of the Human Resource Division at (02) 8927-1832; (02) 7508-0377 or via email: ro04.hrd@csc.gov.ph [**SUBJECT:** SDC Track 1].

Thank you.

Very truly yours,


MARIA LETICIA G. REYNA, MNSA
Director IV

MLGR/RBJ/HRD/MNS/sjar

Bawat Kawani, Lingkod Bayani

APR 15 2025