



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

MEMORANDUM TO:

To: **Interested First Level and Second Level Rank-and-File DepEd Employees**

From: **WILLIAM E. GANDO, CESO VI**
Schools Division Superintendent.

Date: **October 18, 2023**

Re: **Invitation of the Civil Service Commission to the 7th Regional Workforce Congress**

Attached is a letter from Atty. Daisy Punzalan Bragais, Director IV of the Civil Service Commission, Regional Office V, inviting participants to their 7th Regional Workforce Congress.

First and second level rank-and-file personnel are the target participants on this event.

Registration process, venue and other relevant information is specified in the letter.

Expenses relevant to this activity shall be charged to the School MOOE subject to the usual accounting and auditing rules.

For information and guidance.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



Regional Office V

18 September 2023

Dr. WILLIAM E. GANDO, CESO VI
 Schools Division Superintendent
 Department of Education, Schools Division of Sorsogon,
 Balogo, Sorsogon City

Dear *Superintendent Gando*:

The Civil Service Commission Regional Office V invites you and your employees to the 7th **Regional Workforce Congress** to be held in **Legazpi City** on **25 October 2023**. **We R.I.S.E.** (**Resilience and Innovation towards Service Excellence**) is designed to equip participants with the knowledge, skills, and mindset required to navigate the challenges of the post COVID-19 work environment. It recognizes the importance of resilience and innovation as key drivers for achieving service excellence. Through this event, participants will develop a holistic understanding of these concepts and their practical applications in various organizational contexts.

Below are the details of this year's congress:

We R.I.S.E. (Resilience and Innovation towards Service Excellence) 2023 Regional Government Workforce Congress	
Target Participants	First and second level rank-and-file non-supervisory employees (preferably those who have not yet attended any CSC training programs for the year) in NGAs, LGUs, SUCs, GOCCs, and interested private individuals who wish to work in the government regardless of age, sex, SOGIESC, religion, and ethnicity.
Date and Time	25 October 2023 at 8 a.m. to 5 p.m.
Investment Fee	₱3,000.00 (per participant) Investment fee is inclusive of training materials, meals (AM Snacks, Lunch, PM Snacks), and training e-certificate.
Venue	Legazpi City (specific venue is to be announced)
Training Hours	Credit of eight (8) hours technical training
Registration	<p>Registration shall be done via this link: https://trd.zamitsolutions.net</p> <ol style="list-style-type: none"> 1. Log-in to your account or create one if you have no account yet. 2. Go to training calendar and look for the Regional Workforce Congress. 3. Make sure that all the required fields have been accomplished. 4. Tick the Data Privacy Agreement and click the register button to complete the registration. An email confirmation will be sent to you containing payment instructions. <p>Confirmation of slots shall be on a first-come, first-served basis upon payment of the investment fee. Slots are limited per province.</p> <p>For bank deposits, fund transfer or LDDAP, please use the following account details:</p> <p style="text-align: center;">Bank: Land Bank of the Philippines (Legazpi City) Account Name: Civil Service Commission RO5 Account Number: 0132100330</p> <p style="text-align: center;"><i>Warning: GCash and Credit Card Payments are NOT ACCEPTED</i></p> <ol style="list-style-type: none"> 5. Once payment has been made, please provide us with a scanned copy of your Official Receipt (O.R.) issued by the Civil Service Commission via electronic mail to: trpayments.cscro5@gmail.com or visit our nearest CSC RO V Field Office. Kindly state which training you will be paying for and whose name was registered.

Bawat Kawani, Lingkod Bayani

	<p>Replacements may be allowed five (5) days prior to the event so as not to forfeit the investment fee through an official letter-request sent to csc.trd@gmail.com.</p> <p>A participant's failure to attend the event, which is not due to any action of circumstance caused by this Office, will not result in a refund or exemption from paying the reserved slot fee.</p> <p>Cancellation of attendance should be made through a written request addressed to Director IV Daisy Punzalan Bragais at least fifteen (15) days before the schedule, otherwise, the registration fee will be forfeited.</p>
Mode of Learning	Face-to-face
Deadline of Registration and Payment	Registration: 18 September to 23 October 2023 Payment: 23 October 2023
Discussion Points	<ul style="list-style-type: none"> ○ Keynote Message: "Resilience and Innovation towards Service Excellence" ○ Workplace Health and Safety: Preventing Illness and Promoting Occupational Wellness (Occupational Safety and Health) ○ From Piles to Proficiency: Organizing Information for Efficiency (Records Management) ○ Fostering a Culture of Innovation ○ Wellness and Mindfulness

Thank you and we look forward to seeing you in this year's congress.

Very truly yours,

Atty. DAISY PUNZALAN BRAGAIS
Director IV