



May 3, 2016

MS. CHERRYLOU D. DE MESA
Schools Division Superintendent
Concurrent OIC, Division of Cavite
Trece Martires City

Dear Superintendent De Mesa:

The Civil Service Commission Regional Office No. 4 (CSCRO4) will be conducting the Supervisory Development Course Track II (SDC T2) on May 10-13, 2016 at the CSCRO4 Training Room, 139 Panay Avenue, Quezon City.

The program aimed to address the critical competencies required for the efficiency and effectiveness of first line supervisors.

In this regard, we would like to invite your staff, your Department/Division Head/ Asst. Department Head, AO's and HR Practitioners on the said training.

The training fee is Eight Thousand pesos (P8, 000.00) to defray expenses for daily lunch and two snacks, training materials and other administrative expenses.

Kindly confirm your attendance by submitting the attached registration form to this Regional Office through fax (02)927-18-30, HRD direct line 927-18-32 or at e-mail address cscro4_hrd@yahoo.com.

Very truly yours,

KARIN LITZ P. ZERNA
Director IV

HRD/KLPZ/APT/JCC
SDCT-1/trnginvt.dith

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Responsive, Accessible, Courteous and Effective Public Service*