



RECORDS SECTION
DATE 1-22-2016 0574

January 19, 2016

MS. CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent
DEPED Province of Cavite
Trece Mártires City, Cavite

Dear Superintendent De Mesa:

With the theme "*HRMP: MODEL of GOOD GOVERNANCE*" the Regional Council of Human Resource Management Practitioners (RCHRMPs) of the Civil Service Commission Regional Office No. 4 will be conducting its 23rd Annual Conference on March 30-31 to April 1, 2016 at the City State Asturias Hotel, South National Highway, Tiniguiban, Puerto Princesa City, Palawan.

May we therefore, invite participants from your agency, preferably the Human Resource Management Officers, Administrative Officers, Administrators, and Sangguniang Panlalawigan, Panlungsod, and Bayan Chairperson of the Committees on Good Government, Human Resource and Civil Service. The conference fee is *P8,500.00* per participant and the mode of accommodation is residential (live-in) only at triple sharing.

Asturias Hotel can only accommodate 300 live-in participants on a first come - first served basis. Hence, we encourage that their attendance be confirmed not later than February 29, 2016, through the CHRMP President or the CSC Field Office of your province (directory attached). In excess of 300 participants will be accommodated in a comparable hotel and will be provided with shuttle service to and from venue.

Payment may be made in cash or in check payable to the CSCROIV Training with Land Bank Savings Account Number 0232-11-21-07. The registration fee is non-refundable as it will cover hotel accommodation, meals, kit and other administrative expenses. However, replacement/substitution of participants is allowed, provided that the pertinent request is made in writing/e-mail (thru cscro4_hrd@yahoo.com), two weeks before the conference date. We will send you the Conference Advisory and Directional Map, once available thru the Field Office for your guidance.

For further information, please do not hesitate to call our Field Office in your province or the Human Resource Division at telephone numbers 927-18-32 and 920-99-87 (telefax).

Very truly yours,

Karin Litz P. Zerna
KARIN LITZ P. ZERNA
Director IV *clp*

HRD/KLPZ/ASPT/JCC
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In a Race to Serve
Responsive, Accessible, Courteous and Effective Public Service



23rd REGIONAL COUNCIL of HUMAN RESOURCE MANAGEMENT PRACTITIONERS
(RCHRMP)

March 30-31 - April 1, 2016
PUERTO PRINCESA CITY, PALAWAN

REGISTRATION FORM

| | |
|--------------------------------------|---|
| Printed Full Name | |
| Nickname | |
| Position | |
| Agency | |
| Agency Address | |
| Agency Phone No./Fax | |
| Email Address | |
| Highest Educational Attainment | |
| Civil Status | |
| Sex | |
| Birth Date | |
| Age | |
| Home Address | |
| O.R. Number | |
| (OR) Date of Issuance | |
| (OR) Issued at | |
| Registration Fee | <input type="checkbox"/> Live-in : P 8,500.00 <input type="checkbox"/> Live-out : P 7,500.00 |
| Name and Signature of Head of Agency | <hr/> <p>I hereby authorize the above-stated employee to attend the above-stated training and approve the payment of the corresponding training fee set by the Civil Service Commission</p> |