



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

Division Memorandum

No. 261 s. 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit Heads
Field Staff
All Others Concerned

From: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: 8 October 2021

Subject: **IN-HOUSE TRAINING ON 2017 RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE (RACCS) AND LEAVE ADMINISTRATION COURSE (LACE)**

1. The Department of Education, in partnership with the Civil Service Commission Regional Office I, is conducting an in-house training on **Rules on Administrative Cases in the Civil Service (RACCS) and Leave Administration Course (LACE)** for the identified non-teaching personnel on various dates.
2. The attendance and active participation of the participants (see attached list) all throughout the two (2) sessions shall closely monitored by the Human Resource Development Division (HRDD).
3. The course will promptly start at 8:00 AM. Participants are advised to be at the Zoom platform by 7:45 AM during the scheduled sessions using the Zoom platform which will be provided by the HRDS a day before the training schedule.
4. The SDO Dagupan City participants are as follows:

Rules on Administrative Cases in the Civil Service (RACCS)		
Batch No./Date of Training	Participant	Position
1 / October 11-12, 2021	Jennette A. Sison	Administrative Officer IV
2 / October 13-14, 2021	Myrel Angelica N. Lopez	Administrative Officer V
3 / November 17-18, 2021	Atty. Jose Oviedo	Attorney III



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
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Leave Administration Course (LACE)		
Batch No./Date of Training	Participant	Position
6/ October 25-26, 2021 (AM)	Allan V. Manaois	Administrative Officer II
6/ October 25-26, 2021 (AM)	Darlita D. Cabero	Administrative Officer II
6/ October 25-26, 2021 (AM)	Joanne M. Salayog	Administrative Officer II
6/ October 25-26, 2021 (AM)	Maria Luisa O. Perez	Administrative Assistant II
6/ October 25-26, 2021 (AM)	Marlotte G. Paragas	Administrative Assistant II
6/ October 25-26, 2021 (AM)	Nobi Den M. De Vera	Administrative Officer II
6/ October 25-26, 2021 (AM)	Vina Paul S. De Guzman	Administrative Officer II
7/ November 23-24, 2021 (AM)	Arabella N. Sabado	Administrative Officer II
7/ November 23-24, 2021 (AM)	Delaila C. Anselmo	Administrative Officer II
7/ November 23-24, 2021 (AM)	Kimberly Ann P. Rosario	Administrative Officer II
7/ November 23-24, 2021 (AM)	Marilyn B. Caballero	Administrative Officer II
7/ November 23-24, 2021 (AM)	Mary jane P. Samson	Administrative Officer II
7/ November 23-24, 2021 (AM)	Rhea Parayno	Administrative Assistant II
8/ November 23-24, 2021 (PM)	Ariane Mae S. Ollado	Administrative Aide VI
8/ November 23-24, 2021 (PM)	Diana Irish Solis	EPS II
8/ November 23-24, 2021 (PM)	Kimberly G. Mamaril	Administrative Officer II
8/ November 23-24, 2021 (PM)	Marion S. Solis	Administrative Officer II
8/ November 23-24, 2021 (PM)	Michael U. Urbano	Administrative Officer II
8/ November 23-24, 2021 (PM)	Rochelle B. Cruz	Administrative Officer II

- Participants are further reminded not to share the link to anyone as only the participants whose names are in the official list shall be admitted into the meeting room. Double accounts or devices shall not be allowed.
- Participants are advised to use only one device (laptop/desktop) and are to use this format as their zoom name when entering the meeting room for easy identification:
First Name Last Name - Agency/Office (ex. Juan Dela Cruz - CSCRO1)
- All participants are required to comply ALL training requirements (Pre-Test, Post Test, L&D Evaluation and other acceptable Outputs per Session) and submit on the designated deadline and platforms.



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