



## MEMORANDUM

TO : **PUBLIC SCHOOLS DISTRICT SUPERVISORs**  
**ELEMENTARY SCHOOL PRINCIPALs**  
**SECONDARY SCHOOL PRINCIPALs**

FROM: **ATTY. DONATO D. BALDERAS, JR.**  
Schools Division Superintendent

SUBJECT: **RE: CSC Supervisory Development Course (SDC) TRACK 1**

DATE: **April 10, 2019**

## PARTICULARS

You are hereby advised of the conduct by the **Civil Service Commission Regional Office I of the Supervisory Development Course (SDC) Track 1 (1<sup>st</sup> Batch '19) this coming MAY 14 – 17, 2019.**


Participants to this batch may pay the registration **on or before MAY 13, 2019 ONLY**. Training venue shall be at the Division Office Function Room, and shall be non-residential. Maximum of **thirty-five (35) participants ONLY** is allowed.

A training Fee of **Four thousand four hundred Pesos (Php 4,400.00)** shall be charged from each participant, and broken down as follows:

1. **Php 2,400.00 – to be borne by each participant (to be remitted to the CSC) and which shall cover the costs pertinent to honoraria of Subject Matter Expert/s (MSPs) and training materials;**
2. **Php 2,000.00 – to defray meals, snacks and other incidental expenses for the said duration and to be charged to respective school Monthly Operating and Other Expenses Funds.**

For your information and guidance

  
**ATTY. DONATO D. BALDERAS, JR.**  
Schools Division Superintendent

APPROVED FOR TRANSMISSION:  
  
**ARVIN R. FURISIMA**  
ADMINISTRATIVE OFFICER V