



November 6, 2017

DIVISION MEMORANDUM  
No. 200, s. 2017

**ONE-DAY ORIENTATION-SEMINAR ON THE 2017 OMNIBUS RULES ON APPOINTMENTS  
AND OTHER HUMAN RESOURCE ACTION (CSC MC 24, S. 2017)**

To: Acting Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors/ OICs of the District  
Heads of Public Secondary Schools

1. The Schools Division of Capiz will conduct a **One-Day Orientation-Seminar on the 2017 Omnibus Rules on Appointments and Other Human Resource Action (CSC MC 24, s. 2017)** to be held at Nestas Hilltop Hotel, Roxas City on **Monday, November 13, 2017** from 8:30 in the morning to 5 o'clock in the afternoon.
2. This activity aims to orient the participants on the process flow, policies, rules and procedures on appointments and other human resource/personnel action.
3. Authorized to attend this orientation-seminar are the following:
  - 3.1. Asst. Schools Division Superintendent
  - 3.2. Chief Education Supervisors, CID and SGOD
  - 3.3. Education Program Supervisors, CID and SGOD
  - 3.4. Public Schools District Supervisors (PSDS)
  - 3.5. Officer-in-Charge (OIC) of the District
  - 3.6. Administrative Officer V and Staff
  - 3.7. 59 - Public Secondary and Integrated School Heads
  - 3.8. 36 - Public Elementary School Heads (2 school head from each district)
  - 3.9. 18 - District Clerks
4. A registration fee of **Five Hundred Pesos (Php 500.00)** shall be charged from each secondary/elementary school head/participant to defray expenses for the food (2 snacks and 1 lunch) which are chargeable against school MOOE while that of the SDO/District personnel shall be charged from the Division MOOE/INSET fund, both subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent

