



February 24, 2025

Dr. ORLANDO E. MANUEL
Schools Division Superintendent
Department of Education
Division of Nueva Vizcaya
Bayombong, Nueva Vizcaya

Attn: The PRESIDENT, Public Sector Employees' Organization
The HUMAN RESOURCE MANAGEMENT OFFICER

Dear Superintendent Manuel:

Greetings!

Harnessing Public Sector Unionism (PSU) is one of the major thrust of the Civil Service Commission. This endeavor provides agencies the opportunity to promote harmonious relationships between the rank and file employees and the management as key partners to effective governance. With the implementation of Executive Order No. 180 in 1987 and with the creation of the Public Sector Labor Management Council (PSLMC), the Commission has been empowered to take further steps toward the creation of atmosphere conducive to good employee-supervisor relations and improvement of employee morale.

Regrettably, there are challenges observed in the implementation of the rules and guidelines on employee unions/association. To help agencies and PSEOs respond to these various challenges, this Office shall conduct (face to face interactions) two-day training intervention called PERSONNEL RELATIONS for ORGANIZATIONAL UNITY and DEVELOPMENT (PROUD) with the general objective of "promoting effective governance thru the empowerment of public sector employees' organizations". The venue will be at the Las Palmas de San Jose Hotel, Tuguegarao City, Cagayan. This will be on April 23-24, 2025 (Wednesday to Thursday) which is equivalent to sixteen (16) CSC technical training hours. Participants are Registered Employees' Union/Association/Organization Officers and Human Resource Management Officers from the national government agencies (NGAs) and government owned controlled corporations (GOCCs).

A fee of FIVE THOUSAND (P5,000.00) pesos will be charged per participant (live out). Interested participants are requested to accomplish the attached confirmation slip and submit the same to cscreg2pald@gmail.com not later than Friday, 14 March 2025. For inquiries, you may contact the PALD Staff at cp no. 09662271118.

Let us encourage ebullient employees' unions/associations/organizations toward the promotion of harmonious relationships in the work place.

Very truly yours,

Handwritten signature of Atty. Marites P. Lappay
ATTY. MARITES P. LAPPAY
Acting Director IV

MEMORANDUM Date: 3-10-25 Release/Records: [initials]
To: [x] PSDS/DICs [x] Elem/Sec School Heads
[] Private Schools [] Others:
For: [x] Information [x] Dissemination
[] Guidance [] Strict Compliance
ORLANDO E. MANUEL Ph.D., CESO V
Schools Division Superintendent
By: [] [] CID Ch. ef [] SSOB Ch. ef [] AD [] Atty Signature: [initials]

Bawat Kawani, Lingkod Bayani

Confirmation Slip Format

ATTY. MARITES P. LAPPAY

Acting Director IV
Civil Service Commission
Tuguegarao City, Cagayan

Agency _____
Address _____
Contact No(s) _____
(Cellphone) (E-mail Add)

Dear Director Lappay:

This is to confirm the attendance of the following employees of this agency to attend the **PERSONNEL RELATIONS for ORGANIZATIONAL UNITY and DEVELOPMENT (PROUD)** on April 23-24, 2025 (Wednesday & Thursday):

Name	Plantilla Position	PSEO Position	Salary Grade	Live-in or Live-out
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Signature of Agency Head
PRINTED Name _____
(Date) _____

Note: A registration fee of P5,000 is for every for live out participants. State in your confirmation if LIVE IN or LIVE OUT. In case a participant opted for a hotel accommodation at the venue **(which include dinner on April 23/Wednesday & breakfast on April 24/Thursday)**, then there will be an additional rate to be charged (P1,300.00). Along this matter, please pay directly in CASH to the hotel management. A separate Official Receipt (OR) will be issued. An ADVISORY will be sent in your e-mail the moment we receive your completed confirmation form.

For your query, please contact cp no. 09662271118.