



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

Division Advisory

July 8, 2026

In compliance with DepEd Order (DO) No. 8, s.2013, this advisory is issued not for endorsement per DO 28, s.2001, but only for information of DepEd officials, personnel, staff, and as well as the concerned public. (Visit www.deped.gov.ph)

**INVITATION TO THE CSC REGIONAL OFFICE IV LEARNING AND
DEVELOPMENT INTERVENTION TITLED "SUPERVISORY
DEVELOPMENT COURSE (SDC) TRACK 2"**

Attached is a letter from Atty. Marites P. Lappay, Director IV of CSC Regional Office IV, inviting personnel who have attended the Supervisory Development Course Track 1 to the learning and development intervention titled "*Supervisory Development Course (SDC) Track 2*" on July 21-24, 2026, at the 3rd Floor Training Hall, CSC Regional Office IV, Quezon City, for the information of all concerned.

Attendance to activities like this will be on a voluntary basis. Public school teachers and other officials should observe the no-disruption-of-classes policy as stipulated in DepEd Order No. 9, s. 2005 titled "*Instituting Measures to Increase Time-on-Task and Ensuring Compliance Therewith.*"

For more information and clarifications, please contact the Secretariat through phone nos. (2) 8927-1832 or (02) 7508-0377 or through e-mail address ro04.hrd@csc.gov.ph.

Dissemination of this Advisory is desired.

/SGOD-HRDS-KDA



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CSC REGIONAL OFFICE IV

July 7, 2026

DR. LYNN G. MENDOZA, EdD

Assistant Schools Division Superintendent
Officer-In-Charge-Office of the Schools Division Superintendent
Department of Education
Division of Marinduque

ATTENTION: Ms. **MARIDELL F. HERMOSA**
Administrative Officer IV

Dear **Superintendent Mendoza**:

The CSC Regional Office IV would like to invite your Human Resource Management Officers, other human resource management practitioners, and potential supervisors who have already attended the Supervisory Development Course Track 1 to the learning and development intervention (L&DI) entitled **Supervisory Development Course (SDC) Track 2** to be conducted on **21–24 July 2026 (Live Out; 4 days)** at the **3rd Floor Training Hall, CSC Regional Office IV, Quezon City**.

This L&DI, with thirty-two (32) hours of credit under the *leadership* strand, has the following objectives:

- Enhance the performance of first-line supervisors in their supervisory and managerial functions;
- Develop quality of supervisors to ensure sustainability efforts directed toward employee empowerment in the service; and
- Commit to developing technical and leadership skills necessary for a supervisor.

A learning investment fee of **Php11,200.00** shall be collected from the participants inclusive of lunch and two (2) snacks for four (4) days. Before clicking the **REGISTRATION LINK** <https://tinyurl.com/CSCRO4TrainingReg2026> you may settle your payment fee through any of the following channels:

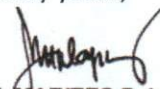
- **Cash/Cheque or Online Deposit via Land Bank of the Philippines**
 - **Account Name:** CSC REGION 4 TRAINING
 - **Savings Account Number:** 0232-1121-07

Please proceed immediately to the Regional Office or any CSC RO IV Field Office, bring your original proof of bank transaction/printed copy of the online transaction, and request for an Official Receipt.

- **Payment via Regional or Field Office**

Should there be any questions or clarification, please contact **Ms. ANGELU CHRISTINE V. MICLAT**, HR Specialist I of the Human Resource Division at **(02) 8927-1832; (02) 7508-0377** or via email: **ro04.hrd@csc.gov.ph** [**SUBJECT: SDC TRACK 2**].

Very truly yours,


ATTY. MARITES P. LAPPAY
Director IV

MPL/EPU/HRD/CLE/avm

