



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION SUPERINTENDENT

Office Name

INTER-OFFICE MEMORANDUM
<CID/SGOD>-IM-2021- 59

TO : **CI Flagship Project Team**
HRMO Personnel

FROM : **SENEN PRISCILLO P. PAULIN, CESO V**
Schools Division Superintendent
Office of the Schools Division Superintendent
10/26/2021

SUBJECT : **Workshop on the Updating of the Division Citizen's Charter**

DATE : OCTOBER 26, 2021

1. Section 6 of RA 11032 otherwise known as the **Ease of Doing Business** states that: "All government agencies shall set up their respective most current and updated service standards to be known as the **Citizen's Charter** in the form of information billboards, which shall be posted at the most conspicuous place, in their respective websites and in the form of published materials such as handbook written either in English or Filipino, or in local dialect". In this regard, a **3 Day Workshop on the Updating of the Division Citizen's Charter** will be conducted on **November 9-11, 2021** at the 3rd floor, Division Conference Room.
2. Participants to this activity are the members of the Continuous Improvement (CI) Flagship Project Team of the Division Office and the Personnel of the Human Management Office. (List attached).
3. Things to bring during the workshop:
 - a. Existing Division Citizen's Charter (c/o Ms. Jian A. Diaz)
 - b. Individual Work Flow of the office
 - c. Laptop
4. Food and supplies shall be charged to GAD Funds subject to the usual accounting and auditing rules and regulations..
5. For your information and guidance.

STRATEGY/EDU/REG/CAA

28 OCT 2021



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TRAINING TEAM AND PARTICIPANTS

- | | |
|--------------------------------------|----------------------------------|
| 1. SENEN PRISCILLO P. PAULIN, SDS | 18. JUNICA STEPHANIE N. CURRELL |
| 2. JOELYZA MIGUEL- ARCILLA EdD, CESE | 19. ALIJANE MAE A. DUHAYLUNGSOD |
| 3. NILITA L. RAGAY EdD | 20. JASON A. FERMIZA |
| 4. RACHEL B. PICARDAL EdD | 21. RAZEL B. KATADA |
| 5. CARMELITA A. ALCALA EdD | 22. JOSEPHINE ELVIE R. MANGROBAN |
| 6. KARL T. CREDO EdD | 23. EUGENIO M. MIÑOZA |
| 7. IRYLL MAE S. MACAHIG | 24. MAYETTE S. REYES |
| 8. DENNIS CHARLES ANDALAJAO | 25. ANALOU G. SAGA |
| 9. GIZELLE B. KITANE | 26. EMMAIDA B. SAGURAN |
| 10. LANIE B. YURONG | 27. CHRISTINE CAMACHO |
| 11. JIAN A. DIAZ | 28. FELIX SAYRE |
| 12. MARIE STEPHANIE A. ALCALA | 29. MAE ANN A. SUASIN |
| 13. RHUBERT JOY D. ALQUERRO | 30. GEMMALYN B. VILLAREJO |
| 14. GEEVIE O. AVENIDO | 31. MA. IRENE CECILIA A. ELEMIA |
| 15. IRISH MAE BELEN | 32. IVONE MARIE M. VILLAFRANCA |
| 16. MARNIE CABANO | |
| 17. JONALYN E. CUENCA | |

