



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



MEMORANDUM

TO : JOCELYN P. CUTIN

FROM : VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent

SUBJECT : ATTENDANCE TO COMPETENCY ENHANCEMENT ON “ACHIEVING
EXCELLENCE IN CUSTOMER SERVICE THE ARTA WAY

DATE : April 26-27, 2018

This Civil Service Regional (CSC) Office will conduct the Competency Enhancement Seminar-Workshop on “Achieving Excellence in Customer Service the ARTA Way” on April 26-27 at the CSC Office Multi-Purpose Hall B, 4th Level, Sudlon, Lahug, Cebu City.

In this regard, this Office hereby orders you to attend the said activity, being part of the frontliners/staff of the Division.

All expenses to be incurred during the said activity shall be charged to the Division MOOE/Local Funds subject to the usual auditing and accounting rules and regulations.

For your information, guidance and compliance


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent