



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

March 25, 2025

DIVISION MEMORANDUM
OSDS-2025- 075

To: **BRENDALOU D. ARANCANA – Administrative Officer IV**
AQUILINO T. MILAR JR. – Administrative Officer V

RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE (RACCS) SEMINAR

1. The Bohol Association of Human Resource Management Practitioners Incorporated (BAHRMPI), in coordination with the Civil Service Commission (CSC) Bohol Field Office will be conducting a seminar on Rules on Administrative Cases in the Civil Service (RACCS) on April 10-11, 2025 at the Metro Centre Hotel, Tagbilaran City.
2. The seminar will be facilitated by CSC Region VII, with Atty. Ariel B. Bacatan, CSC Regional Director, as the Resource Speaker.
3. In this regard, you are hereby directed to attend the above-cited seminar on **Official Business**. A registration of Four Thousand Pesos (Php 4,000.00) shall be charged to Division MOOE or local funds, subject to the usual accounting and auditing rules and regulations.
4. For more information, please see attached communication from the BAHRMPI.
5. For information, guidance, and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/ADMIN/atm



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph



**BOHOL ASSOCIATION OF HUMAN RESOURCE
MANAGEMENT PRACTITIONERS
INCORPORATED (BAHRMPI)**

SEC Reg. No.: 2023060104786-81

March 05, 2025

Wilfreda D. Bongalos PhD, CESO V

Schols Division Superintendent

DepEd Tagbilaran City

Madam:

Warm greetings from the Bohol Association of Human Resource Management Practitioners Incorporated (BAHRMPI)!

We are pleased to inform you that BAHRMPI, in coordination with the Civil Service Commission (CSC) Bohol Field Office, will be sponsoring a **Rules on Administrative Cases in the Civil Service (RACCS) Seminar on April 10-11, 2025, at the MetroCentre Hotel, Tagbilaran City, Bohol**. This seminar will be facilitated by **CSC Region VII, with Atty. Ariel B. Bacatan, CSC Regional Director, as the Resource Speaker**.

In this regard, we respectfully invite your **HRM practitioners, members of HRM-related committees, and department heads** to participate in this training to enhance their knowledge and skills in handling disciplinary and non-disciplinary administrative cases.

A **registration fee of Four Thousand Pesos (PhP 4,000.00)** per participant will be collected to cover training costs, including meals and snacks. Please note that **accommodation is not included, as this is a live-out seminar**.

We highly appreciate your support and cooperation in this endeavor and look forward to your participation.

Thank you and more power.

Very respectfully yours,


QUIRINO T. NUGAL, JR., PhD, DPA

HRMO, LGU-Trinidad
President

Noted by:


ALICE MAY S. PARCON

Director II
CSC-Bohol Field Office