

Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



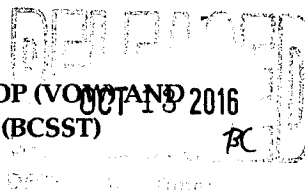
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Admin. Office: 422-1804; Finance Division: 422-5155; Curriculum & Learning Mgt. Division: 422-7096; Quality Assurance Division: 422-5187

October 12, 2016

REGIONAL MEMORANDUM

No. **301.2016**

**CONDUCT OF THE VALUES ORIENTATION WORKSHOP (VOW) AND
BASIC CUSTOMER SERVICE SKILLS TRAINING (BCSST)**



To: **Chiefs of Divisions
Chiefs of Sections/Units
Regional Office**

1. The Regional Office, in partnership with the Civil Service Commission (CSC) CAR will conduct the Values Orientation Workshop (VOW) and Basic Customer Service Skills (BCSST) at NEAP R, DepED CAR, Wangal, La Trinidad, Benguet on the following dates:

VOW - October 25 – 27, 2016
BCSST - November 16 – 17, 2016

2. The Values Orientation Workshop will enable the employees to undergo process of value clarification and value integration to one's set of positive values for setting action plans geared towards effectiveness and productivity.

Basic Customer Service Skills Training will enable the participants to:

- develop skills in engaging with clients and handling their enquiries effectively;
- gain better understanding of customer/client behaviour; and
- understand the importance of service excellence

3. Participants to the workshop and training are the level 1 employees in the regional office (list attached).

4. Lunch, am and pm snacks shall be served during the 3 day workshop for VOW and 2 day training for BCSST.

5. Participants will be required to submit workshop outputs to be awarded certificate of completion. It is requested that work to be done by the participants in their own sections/divisions should be arranged to give time for their complete attendance and active participation.

6. Please be guided accordingly.

SORAYA T. FACULO
Chief Education Supervisor
OIC - Office of the Regional Director



The round metal gong of the Cordillera known locally as "gangsa" is a symbol of the upland people's culture that has been passed on from generation to another.
The profile of a person blowing a "tanggayob" represents a community being called for an important matter or action.
The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a geographic area such as the Cordillera.
All the symbols combined represent unity and harmony of its people with culture and environment in beating the gong for self-determination.

TRAINING/WORKSHOP TO BE CONDUCTED BY CSC - CAR

VALUES ORIENTATION WORKSHOP (VOW) - OCTOBER 25-27, 2016
BASIC CUSTOMER SERVICE SKILLS (BCSST) - NOVEMBER 16-17, 2016
VENUE - NEAP R

OFFICE OF THE REGIONAL DIRECTOR		
1	BOTILAS, MANILYN D.	ADMINISTRATIVE ASSISTANT III
2	SAN JOSE, ERIC	ADMINISTRATIVE AIDE IV
3	PANGESFAN, MERCY ROSE S.	ADMINISTRATIVE ASSISTANT I
CURRICULUM AND LEARNING MANAGEMENT DIVISION		
4	KINDIAWAN, WARLY E.	ADMINISTRATIVE ASSISTANT I
5	POCLIS, PERLITA C.	ADMINISTRATIVE ASSISTANT II
EDUCATION SUPPORT AND SERVICES DIVISION		
6	BAÑARES, JOSEPH B.	ADMINISTRATIVE ASSISTANT I
7	WEGIYON, CULLEN S.	DRAFTSMAN II
FIELD TECHNICAL ASSISTANCE DIVISION		
8	VILLENA, JEFFERSON A.	ADMINISTRATIVE ASSISTANT I
QUALITY ASSURANCE DIVISION		
9	SIXTO, YVES Y.	ADMINISTRATIVE ASSISTANT I
10	BALUYO, ARCHIE RUSSEL T.	ADMINISTRATIVE AIDE III
POLICY, PLANNING AND RESEARCH DIVISION		
11	ABAN, DUMAS D.	ADMINISTRATIVE ASSISTANT I
ADMINISTRATIVE DIVISION		
12	FLORES, MARVIN JOHN C.	ADMINISTRATIVE ASSISTANT I
13	RAMOS, LETECIA M.	ADMINISTRATIVE AIDE VI
14	LUMPIO, LYKA A.	ADMINISTRATIVE AIDE IV
15	ARCEO, KAREN G.	ADMINISTRATIVE AIDE VI
16	PIS-O, TOMASA B.	ADMINISTRATIVE ASSISTANT II
17	COBARRUBIAS, JOSE LORENZO C.	ADMINISTRATIVE AIDE VI
18	ABUAN, CHARINE S.	ADMINISTRATIVE AIDE VI
19	COLAS, DWAYNE RYLAND P.	ADMINISTRATIVE AIDE VI
20	ROMANO, DARWIN ARISTOTLE K.	ADMINISTRATIVE AIDE VI
21	CARBONNEL, BELIN A.	ADMINISTRATIVE AIDE VI
22	TADAO, KEVIN B.	ADMINISTRATIVE AIDE IV
23	DE LOS SANTOS, PURITA D.	ADMINISTRATIVE ASSISTANT III
24	GANGA, EDRALYN C.	ADMINISTRATIVE AIDE III
25	CAYAMBAS, SALVADOR A.	ADMINISTRATIVE AIDE II
FINANCE DIVISION		
26	AQUINO, EUGENE C.	ADMINISTRATIVE ASSISTANT I
27	BALURA, VALENTINA CONCHITA S.	ADMINISTRATIVE ASSISTANT III
JOB ORDER		
28	BAGANO, ANTHONY P.	DRIVER - ADMINISTRATIVE
29	BALINGAWAN, EDWIN E.	DRIVER - ADMINISTRATIVE
30	LID-AYAN, PETER B.	DRIVER - ADMINISTRATIVE
31	PADILLA, JEREMY KERMIT B.	ADMIN. AIDE - ICT
32	VERZOLA, KATHRINA RUTH	ADMIN. AIDE - HRDD
33	WASIAN, JOYCE LYNNE	ADMIN. AIDE - OARD
34	BALDO, GLADYS ANN F.	ADMIN. AIDE - ADMIN
35	GACUSANA, JUNARIO	ADMIN. AIDE - NEAP R