



2606-2746

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 503, s.2026

01 JUL 2026

INVITATION TO ATTEND THE LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
All Administrative Personnel
All Others Concerned

1. In line with the Civil Service Commission's mandate as the central human resource agency of the government, CSC Regional Office I invites all human resource practitioners, supervisors, and administrative personnel to attend the Leave Administration Course for Effectiveness (LACE) on **July 7-8, 2026** at the Learning Hall, 4th Floor, CSC RO I Building, City of San Fernando, La Union.
2. This two-day course aims to:
 - a. enhance the knowledge and skills of human resource practitioners, supervisors, and administrative personnel in the proper application for leave laws, rules and regulations; and
 - b. promote efficient leave administration, ensure compliance with existing policies, and strengthen employee welfare through effective personnel management.
3. Participation is on voluntary basis or may be subject to approval and availability of local funds. Interested participants may register through the online registration link: <https://tinyurl.com/2026-LACE>.
4. For other details, see attached invitation letter or contact CSC Human Resource Division through telephone number (072) 700- 5626 or mobile phone 0954-382-1478.
5. Immediate dissemination of this Memorandum is desired.

Vilma D. EDA
for **VILMA D. EDA, CESO V**
Schools Division Superintendent

SGOD/aff/DM_CSC-LACE
June 30, 2026



📍 Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
☎ (077) 722-20-23 / (077) 632-05-33
✉ vigan.city@deped.gov.ph
🌐 www.depedvigancity.com



CSC REGIONAL OFFICE I

2006-2746 E 7/24

June 29, 2026

DR. VILMA D. EDA, CESO V
Schools Division Superintendent
Department of Education – Vigan City Division
Vigan City, Ilocos Sur

Dear **Dr. Eda**:

The Learning and Development Programs conducted by the CSC Regional Office No. I continue to receive positive feedback from participants, reflecting our commitment to providing relevant and high-quality training interventions for government employees.

In line with the Civil Service Commission's mandate as the central human resource agency of the government, CSC Regional Office I invites your personnel to attend the Leave Administration Course for Effectiveness on July 7-8, 2026 at the Learning Hall, 4th Floor, CSC RO I Building, City of San Fernando, La Union.

This two-day course is designed to enhance the knowledge and skills of human resource practitioners, supervisors, and administrative personnel in the proper application for leave laws, rules and regulations. It aims to promote efficient leave administration, ensure compliance with existing policies, and strengthen employee welfare through effective personnel management.

Participation is on a first-come, first-served basis. Interested participants may register through the online registration link: <https://tinyurl.com/2026-LACE>. Participants who have paid the corresponding registration fee through the nearest CSC Field Office or CSC Regional Office I shall be considered officially confirmed. They may also browse the 2026 Training Calendar through the CSC RO I Facebook page for more information on our learning and development programs.

The registration fee of Php 6,000.00 per participant, which is non-refundable, shall cover training materials, training kit, meals and snacks for two days, certificate, and other administrative expenses.

For participants attending this public offering training who wish to avail of dormitory accommodations, kindly coordinate with CSC Regional Office I in advance as slots are limited and shall be allocated on a first-come, first-served basis.

For inquiries, please contact our Human Resource Division through telephone number (072) 700-5626 or mobile phone 0954-382-1478.

We look forward to your agency's participation and continued partnership in developing competent, responsive and high-performing public servants.

Very truly yours,


CORNELIA M. RILLERA
Acting Director IV

HRD MPP/JOB/gepa

