




DIVISION ADVISORY

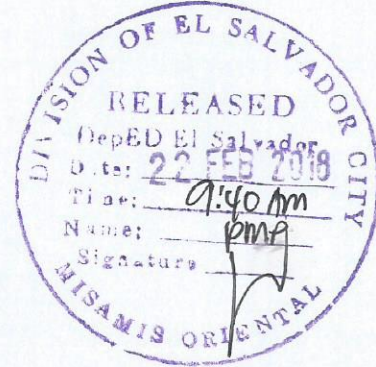
No. 39, s. 2018

To: DIVISION CHIEFS
EDUCATION PROGRAM SUPERVISORS
EDUCATION PROGRAM SPECIALIST
PUBLIC ELEMENTARY SCHOOLS
PUBLIC SECONDARY SCHOOLS

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent
Officer In-Charge 

Subject: Training Invitation from Civil Service Commission

Date: February 21, 2018



1. The field is hereby informed of the Trainings to be conducted by Civil Service Commission for the month of February 2018.

Basic Customer Service Skills (BCCS) February 27-28, 2018 Quota: 25 participants only	Customer service is the organization's responsiveness to the needs of customers. It is service that combines technical knowledge and professional attitude with friendliness and courtesy toward customers.
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2. Attached is the email from Civil Service Commission (CSC) for your reference.
3. To reserve a slot, participants should register online using this link https://docs.google.com/forms/d/e/1FAIpQLSfkDELdAH_4t_468NumwYh4k2TdM-gnhrM-YzRLCyCY9yCTBg/viewform?edit.
4. For information and wide dissemination.

Copies Furnished:
Person Concerned, Records Section-Memorandum

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