



DENR Mimaropa Region <mimaroparegion@denr.gov.ph>

LACE Training: MOA and ROO Drafts for Review

1 message

CSC RO IV - Human Resource Division <ro04.hrd@csc.gov.ph>
To: "mimaroparegion@denr.gov.ph" <mimaroparegion@denr.gov.ph>

Wed, Oct 19, 2022 at 12:45 AM

Dear Sir/Madam:

Good day!

Kindly see attached links to the drafts relative to your request for LACE Training. Kindly acknowledge receipt of this email.

MOA

<https://docs.google.com/document/d/1OAPeagajuYohJT5KbHfgw2c1up3kGBuvy7S-tSZuCR4/edit?usp=sharing>

ROO

<https://docs.google.com/document/d/1NHFKJQVSxsjjiTzElbGDpqRWSBW7ughxX0Abio8wb1k/edit?usp=sharing>

Thank you.

REGIONAL OFFICE ORDER

TO : DIRECTOR II LILY BETH L. MAJOMOT
ADMINISTRATIVE OFFICER V HAZEL JANE M. PANGAN

SUBJECT : Authority to act as Subject Matter Expert and Training Assistant

Director Majomot is hereby authorized to act as the Subject Matter Expert and Ms Hazel Jane Pangan as the Technical Assistant to the conduct of **Leave Administration Course for Effectiveness (LACE)** for employees of DENR MIMAROPA on November 16-18, 2022 from 8:00am -5:00pm via face-to-face modality.

As a technical assistant, Ms Pangan is directed to submit a training report, including a summary of training evaluation, accomplished LAP forms of participants, and other required documents through this link <https://bit.ly/LDterminalReport> five (5) days after the conduct of the said activity.

Be advised that this Regional Office Order is subject to the IATF guidelines based on the Alert Level System imposed in the local venue during the time of the conduct of this training.

This also serves as your travel order.

ROO for Dir. Majomot DENR MIMAROPA Request 2022

ROO No. __, s. 2022 REGIONAL OFFICE ORDER TO : DIRECTOR II LILY BETH L. MAJOMOT ADMINISTRATIVE OFFICER V HAZEL JANE M. PANGAN SUBJECT : Authority to act as Subject Matter Expert and Training Assistant Director Majomot is hereby authorized to act as the Subject Matte...

docs.google.com

Kind regards,

anj



Civil Service Commission - Regional Office No. 4

#139 Panay Ave., Brgy. South Triangle, Quezon City

Tel. (02) 9271832 / Telefax (02) 920-9987 or (02) 927-1830

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