



R10-FAD-2025-02-27-002

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 10-Northern Mindanao
KM3 Fr. W.F. Masterson Avenue, Upper Carmen, Cagayan de Oro City
www.region10.dilg.gov.ph

February 27, 2025

NOEMI RABE-TORRES
Director IV-Regional Director
Civil Service Commission – Region 10
Vamenta Boulevard, Carmen,
Cagayan de Oro City

Dear Director Rabe-Torres:

Greetings from DILG Region 10!

The Department of the Interior and Local Government-Region 10 would like to invite **you or your representative as our resource speaker** for the conduct of **Understanding CSC Policies: Navigating the Committee on Decorum and Investigation (CODI)** on **April 29, 2025 at 9:30am** via **Zoom platform** with the following details:

Meeting ID	815 5815 2243
Passcode	DILGXCODI
Link	: https://us06web.zoom.us/j/81558152243?pwd=pyV9EAfhA3LXxIFio9dV7Q8hS0K2K5.1

This activity aims to provide our CODI members with the essential knowledge to effectively enforce CODI policies and procedures. This activity also seeks to enhance our capacity to manage administrative cases, especially those related to sexual harassment and other workplace issues, in accordance with the civil service rules and regulations.

Additionally, we wish to receive a reply from you together with the following documents **on or before March 14, 2025**, to wit:

1. Curriculum Vitae
2. Presentation materials (if available for the said date)
3. This letter (signed conforme with bank details and tax identification number)

For your confirmation or any further inputs regarding our request, kindly coordinate with **Ms. Jade Kathleen M. Llausas-Balangig, Administrative Officer IV**, via email at region10personnel@gmail.com or through mobile number **0919-067-9673**.

We are hopeful for your positive response to this invitation.

Very truly yours,


YVETTE TOLENTINO SUNGA, CESO V
Officer-in-Charge

FAD/HRMS
MAF/AELEM/jkmlb

Account Name	
Bank name and Branch	
Bank Account Number	
Tax Identification Number	



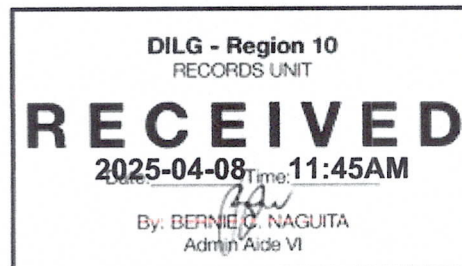
“Matino, Mahusay at Maasahan”



Regional Office X

March 26, 2025

YVETTE TOLENTINO SUNGA, CESO V
Assistant Regional Director
Department of the Interior and Local Government
Region 10 - Northern Mindanao
KM3 Fr. W.F. Mastersons Avenue, Upper Carmen
Cagayan de Oro City



Dear **Director Sunga**:

This refers to your invitation letter to the Civil Service Commission Regional Office X, requesting a Subject Matter Expert (SME) for the conduct of Understanding CSC Policies: Navigating the Committee on Decorum and Investigation on April 29, 2025, 1:00 - 5:00 PM via Zoom platform.

We are pleased to confirm our participation in this endeavor by sending Atty. Aiza Belle M. Ramos, Special Investigator IV of the Civil Service Commission Regional Office X, as the designated SME for your event. It is understood that all expenses related to the event, including transportation, accommodation, and meals for the SME (as applicable) shall be the responsibility of your agency.

For payment, honorarium, or administrative arrangement concerns, kindly coordinate with our designated Focal Person, Mr. Guillermo Kristoffer Luis Q. Quimbo IV. You can reach him via email at hrcsc10.training@gmail.com or by phone at 0998-977-4715.

Payments through bank deposit, cheque, or LDDAP-ADA should be made under the following bank details:

Bank Name: LANDBANK OF THE PHILIPPINES, Capistrano Branch
Account Name: CIVIL SERVICE COMMISSION – REGION 10
Account Number: 0152-0008-12

We look forward to a successful collaboration and trust that this event will be a beneficial learning experience for your officials and employees.

Thank you.

Very truly yours,


NOEMI RABE-TORRES
Director IV

Bawat Kawani, Lingkod Bayani



UNDERSTANDING CSC POLICIES: NAVIGATING THE COMMITTEE ON DECORUM AND INVESTIGATION

April 29, 2025, 1:00 PM to 5:00 PM via Zoom platform
(Meeting ID: 815 5815 2243 ; Passcode: DILGXCODI)



Registration	1:00 PM – 1:30 PM	https://tinyurl.com/042925RF
Opening Prayer	1:30 PM – 1:33 PM	Secretariat
Opening Remarks and Photo Opportunity	1:33 PM – 1: 38 PM	Bruce A. Colao , CESO V Regional Director
Introduction of Speaker	1:38 PM – 1:40 PM	Agnes Enya Lorraine E. Monte De Ramos AO V (HRMO III)
CODI CSC Policy	1:40 PM – 3:00 PM	Atty. Aiza Belle M. Ramos Special Investigator IV – CSC 10
Health Break	3:00 PM – 3:10 PM	AVP
Continuation of Discussion	3:10 PM – 4:30 PM	Atty. Aiza Belle M. Ramos Special Investigator IV – CSC 10
Presentation of Certificate of Appreciation	4:30 PM – 4:35 PM	Host, Resource Speaker
Closing Remarks	4:35 PM – 4:40 PM	Yvette Tolentino Sunga , CESO V Assistant Regional Director
Post Training Evaluation	4:40 PM -5:00 PM	https://tinyurl.com/42925PTE f

Zoom Background:

<https://tinyurl.com/42925BG10>

Presentation Materials and Zoom Recording

<https://tinyurl.com/42925ppt10>

- To exit full screen, press **Esc**

CIVIL SERVICE COMMISSION
Republic of the Philippines
Regional Office X

CERTIFICATE OF EMPLOYMENT AND COMPENSATION

TO WHOM IT MAY CONCERN:

This is to certify that **ATTY. AIZA BELLE M. RAMOS** is a permanent employee of CIVIL SERVICE COMMISSION REGIONAL OFFICE X, Cagayan de Oro City. She is holding the position of Special Investigator IV, Salary Grade 22 - Step 1, with a gross monthly compensation amounting to EIGHTY THOUSAND ONE HUNDRED SIXTY-TWO PESOS AND 00/100 ONLY (80,162.00) broken down as follows:

Basic Salary	P	78,162.00
PERA		2,000.00
GRAND TOTAL	P	80,162.00

This is to further certify that the Tax Identification Number (TIN) of **Atty. Ramos** is as follows: **422-216-873**

This certification is issued upon the request of **Atty. Ramos** for whatever legal purpose it may serve her best.

Issued this **26th day of March 2025**.


MARIANNE V. ANDRADE
Chief Human Resource Specialist

Bawat Kawani, Lingkod Bayani

The DILG X Region Office collects information that										TO CONFIRM YOUR ATTENDANCE PLEASE ENTER	
Timestamp	Email Address	Full Name (First Middle Initial Last)	Position	Current Station	Gender	If a Person with Disability Please Specify	Ethnicity	Activity to Attend			
4/29/2025 13:00:24	legaldilg10@gmail.com	I have read this statement, understood its content	Feder Rhoder B. Lumbalan-Aguirre	Attorney IV	Female	Not Applicable	N/A	UNDERSTANDING CSC POL		6/3/1986	
4/29/2025 13:04:10	jmcmv.dilg@gmail.com	I have read this statement, understood its content	Jan Margaret C. Maagad	Attorney III	Female	Not Applicable	Cebuano/Visayan	UNDERSTANDING CSC POL		9/17/1994	
4/29/2025 13:10:18	dilg10.cagayan@gmail.com	I have read this statement, understood its content	Remy J. Sabri	ADA IV	Female	NOT	FILIPINO	UNDERSTANDING CSC POL		12/27/1988	
4/29/2025 13:11:14	faddilgr10@gmail.com	I have read this statement, understood its content	MILAGROS A. FELISILDA	CAO	Female	N/A	Filipino	UNDERSTANDING CSC POL		11/27/1961	
4/29/2025 13:14:20	rtendplaning@gmail.com	I have read this statement, understood its content	christine waga montesa	Planning Officer III	Female	NA	Filipino	UNDERSTANDING CSC POL		5/16/1973	
4/29/2025 13:17:03	denielcerveno@gmail.com	I have read this statement, understood its content	DIEN B. NANOL	LGDOO VII	Male	N/A	FILIPINO	UNDERSTANDING CSC POL		11/17/1975	



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 10- Northern Mindanao



CERTIFICATE OF APPRECIATION

IS PRESENTED TO

ATTY. AIZA BELLE M. RAMOS

Special Investigator IV – Civil Service Commission Region 10

for sharing her valuable expertise and knowledge
during the conduct of the activity entitled:
**"Understanding CSC Policies: Navigating the Committee on
Decorum and Investigation"**
on **April 29, 2025** via Zoom platform.

Given this **29th** day of **April 2025**.


BRUCE A. COLAO, CESO V
Regional Director



LDDAP/Check	LDDAP/Check Date	ORS No	ORS Date	DV No	DV Date	Payee	Particulars	Office	Fund Source	P/A/P	UACS Code	Obligated Amount	Gross Amount	Net Amount
01101101-03-0054-2025	03/03/2025	02-01101101-2025-02-000154	02/27/2025	2025-02-000319	02/27/2025	000-710-476-007 - CIVIL SERVICE COMMISSION - REGION X	FAD: REGISTRATION FEE FOR THE CSC : SUPERVISORY DEVELOPMENT COURSE	FAD	01101101	310100100001000	50202010 02	25,600.00	25,600.00	25,600.00
01101101-03-0089-2025	03/21/2025	02-01101101-2025-03-000284	03/20/2025	2025-03-000450	03/20/2025	000-710-476-007 - CIVIL SERVICE COMMISSION - REGION X	FAD: PAYMENT OF REGISTRATION FEE TO THE ATTENDANCE TO THE CSC'S ORIENTATION ON RRACCS ON MARCH 20-21, 2025	FAD	01101101	310100100001000	50202010 02	6,400.00	6,400.00	6,400.00
01101101-05-0151-2025	05/07/2025	02-01101101-2025-04-000532	04/30/2025	2025-05-000712	05/02/2025	000-710-476-007 - CIVIL SERVICE COMMISSION - REGION X	HONORARIUM AS RESOURCE SPEAKER DURING THE UNDERSTANDING CSC POLICIES: NAVIGATING THE COMMITTEE ON DECORUM AND INVESTIGATION LAST APRIL 29, 2025 VIA ZOOM		01101101	310100100001000	50202010 02	5,393.18	5,393.18	4,853.86
01101101-06-0220-2025	06/24/2025	02-01101101-2025-06-000846	06/20/2025	2025-06-001038	06/20/2025	000-710-476-007 - CIVIL SERVICE COMMISSION - REGION X	HONORARIUM FOR ATT. ALZA BELLE M. RAMOS AS RESOURCE SPEAKER DURING THE UNDERSTANDING CSC POLICIES: NAVIGATING THE COMMITTEE ON DECORUM AND INVERTIGATION LAST APRIL 29, 2025 VIA ZOOM - GAD ACTIVITY	CSC R10	01101101	310100100001000	50202010 02	7,190.90	7,190.90	6,471.81
												TOTAL	44,584.08	43,325.67