



REGIONAL MEMORANDUM CIRCULAR
 No. 2014-09

**TO: ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS
 DILG PROVINCIAL/CITY DIRECTORS, CITY/MUNICIPAL LOCAL
 GOVERNMENT OPERATIONS OFFICERS AND OTHERS CONCERNED**

**SUBJECT: COMPETENCY ENHANCEMENT WORKSHOP FOR LOCAL LEGISLATIVE
 STAFF ON MARCH 12 TO 14, 2014 AT THE XAVIER UNIVERSITY, CAGAYAN
 DE ORO CITY**

DATE: FEBRUARY 18, 2014

This refers to the attached letter request dated February 17, 2014 of Mr. Dixon Q. Yasay, Director, Xavier University (XU) Governance and Leadership Institute, regarding the holding of another Competency Enhancement Workshop for Local Legislative Staff on March 12 to 14, 2014 at the Xavier University, Cagayan de Oro City.

The workshop aims to achieve the following: Improve the writing skills of legislative staff in making committee reports and crafting ordinances and resolutions; Develop organizing skills for effective conduct of committee hearings and public hearings; Introduce legislative tracking system; and, Familiarize with success measures for effective legislation.

The training has accreditation equivalency for Local Governance Subject in XU Graduate School for Public Administration. Local practitioners and experts are invited to provide technical inputs and other important information.

Along this line, all Provincial/City/Municipal Chief Executives are encouraged to allow their staff whose main responsibility is to help produce committee reports, ordinances, resolutions and other legislative information to participate in the activity. All DILG Provincial/City Directors and City/Municipal Local Government Operations Officers are directed to conduct the widest dissemination of this issuance.

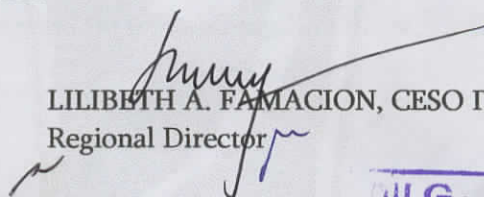
The payment of travelling and other incidental expenses and the applicable registration fee per participant, chargeable against local funds are authorized, subject to the availability of funds duly appropriated for the purpose, to the usual accounting and auditing requirements and to all other pertinent laws, rules and regulations. Provided that travelling expenses shall not be sourced out from the 20% development fund as stipulated under DILG-DBM Joint Memorandum Circular No. 2011-1 dated April 13, 2012.

For reservation and queries, you may contact Mr. Recto M. Mantiza, Jr. at 088-310-7863/09462610979 or email him at jokie_13@yahoo.com. Further, participants are encouraged to bring their own laptop or notebook for efficient presentations of individual outputs.

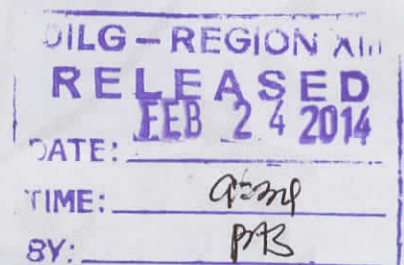
It is the responsibility of the organizer to inform the participants should there be any changes in the schedule and venue.

The Xavier University Governance and Leadership Institute shall submit a post activity report to this office within ten (10) days after the activity.

For information and guidance of all concerned.


 LILIBETH A. FAMACION, CESO IV
 Regional Director

cc: Mr. Dixon Q. Yasay
 Director
 XU Governance and Leadership Institute





Xavier University
ATENEO DE CAGAYAN

In Consortium with
ATENEO DE DAVAO UNIVERSITY and
ATENEO DE ZAMBOANGA UNIVERSITY

Governance and Leadership Institute

17 February 2014

LILIBETH A. FAMACION, CESO IV
Regional Director
DILG 13

Dear Dir. Lilibeth,

Kalinaw!

We are happy to inform you that the Governance and Leadership Institute of Xavier University is going to hold another Competency Enhancement Workshop For Local Legislative Staff on **March 12 to 14 at Xavier University, Cagayan de Oro City**. The workshop aims to:

- 1) Improve the writing skills of legislative staff in making committee reports and crafting ordinances and resolutions;
- 2) Develop organizing skills for effective conduct of committee hearings and public hearings;
- 3) Introduce legislative tracking system; and
- 4) To familiarize with success measures for effective legislation

The target participants are those who are working as legislative staff and whose main responsibility is to help produce committee reports, ordinances, resolutions and other legislative information. Participants are encouraged to bring their own laptop or notebook for efficient presentations of individual outputs.

Local practitioners and experts are invited to provide technical inputs and other important information.

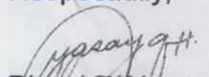
The training has accreditation equivalency for Local Governance Subject in XU Graduate School for Public Administration.

The Registration Fee is **P4,000.00** to cover daily snacks and lunch, kits and other training materials.

With the above-mentioned concern, I would like to request your office endorsement of this matter to concerned LGUs.

For reservation and queries, you may contact **Mr. Recto M. Mantiza, Jr.** at **088-3107-863/0946-2610-979** or email him at **jokie_13@yahoo.com**.

Respectfully,


Dixon Q. Yasay
Director

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