

ANNOUNCEMENT

FOR : ALL HEADS OF NATIONAL GOVERNMENT AGENCIES, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, STATE UNIVERSITIES AND COLLEGES, LOCAL WATER DISTRICTS, PUBLIC SCHOOLS AND OTHER AGENCIES IN THE CORDILLERA ADMINISTRATIVE REGION

SUBJECT : 2ND Quarter CSC CAR Learning and Development Program Schedules for CY 2019

The Civil Service Commission Cordillera Administrative Region (CSC CAR), announces its Learning and Development (L&D) programs scheduled for the 2nd quarter of CY 2019. (Please refer to the attached sheet.)

The training fee indicated will cover expenses for meals and snacks, kits, supplies, honoraria of learning service providers and other administrative costs.


Please accomplish the attached confirmation slip and send it back to CSC CAR either thru our Fax No. 074- 443-5982 or email at hrdcsc14@yahoo.com. Only confirmed participants as endorsed by the Head of the Agency shall be accommodated and informed accordingly.

Scheduled training programs maybe postponed or cancelled if the number of confirmed participants is less than thirty-five (35). Hence, it is requested that interested agencies must confirm the attendance of their personnel as early as possible for the CSC CAR to identify appropriate venues for the program. Confirmed participants shall be informed of the training venue and in case of cancellation or postponement at least two weeks from the scheduled activity. For further inquiries you may call HRD at telephone number 074-443-5981 or cellphone number 0908-885-1425.

Thank you for your support and partnership in developing high performing, competent and credible civil servants towards excellent public service delivery.


ATTY. MARILYN E. TALDO
Director IV

March 18, 2019

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION

FEDERICO P. MARTIN, Ed.D, CESO VI
Schools Division Superintendent

2nd QUARTER OF 2019 LEARNING AND DEVELOPMENT PROGRAM

Date	L & Program	Course Description	Training Fee	Deadline for Confirmation of Participants
April 11-12	Supervisory Development Program Module 1 "Achieving Leadership Effectiveness"	<i>This course will enable participants to differentiate between competency and performance requirements of technical specialists and supervisors, discuss effective supervisory practices, and prepare a development plan that will hone their competencies in supervision.</i>	Php 3,500.00	Nomination for this program is already CLOSED. Maximum number of participants has been meet.
April 15 -16	Leave Administration Course for Effectiveness (LACE)	<i>This training helps public servants to understand all laws and administrative issuances relative to leave administration in the government sector and to clarify the unresolved issues and gray areas relative to their implementation.</i>	Php3,000.00	Nomination for this program is already CLOSED. Maximum number of participants has been meet.
April 23-24	Supervisory Development Program – Module 1 "Achieving Leadership Effectiveness"	<i>This course will enable participants to differentiate between competency and performance requirements of technical specialists and supervisors, discuss effective supervisory practices, and prepare a development plan that will hone their competencies in supervision.</i>	Php3,500.00	March 30, 2019 or as soon as the maximum number of participant is met.
April 25-26	Training on Disaster Reduction and Risk Management	<i>This training program will capacitate employees to mitigate disaster risk, preparing for disaster, responding to emergency situations and ensuring continuity of government services during crisis. This may include training, earthquake/fire drills, simulations and other related activities</i>	Php3,000.00	April 5, 2019 or as soon as the maximum number of participant is met.
May 6-10	Basic Trainer's Training	<i>The training is designed to develop the skills of trainer's and would-be-trainers in the conduct of training programs, from the training needs assessment to training design up to the delivery of the training program.</i>	Php6,000.00	April 12, 2019 or as soon as the maximum number of participant is met.
May 21-22	Supervisory Development Program Module 2 "Aligning Organizations and People"	<i>This course will enable participants to direct the efforts of the team by setting department performance commitments (DPCR) and guiding the formulation of individual performance commitments (IPCR), which specify their unit/team contribution to achieving desired results of the larger organization.</i>	Php3,500.00	April 15, 2019 or as soon as the maximum number of participant is met.
May 23-24	Supervisory Development Program Module 3 "Developing and Enabling People"	<i>This course will enable participants to plan and implement strategies to build and/or enhance competencies of their team and its individual members to pursue established performance goals as indicated in their DPCR and IPCR</i>	Php3,500.00	April 15, 2019 or as soon as the maximum number of participant is met.
June 4-5	Seminar on the 2017 Rules on Administrative Cases in the Civil Service	<i>The seminar aims to enable the participants to understand the concepts and principles of administrative discipline, implement and apply correctly the policies, rules and procedures in handling disciplinary and non-disciplinary cases</i>	Php3,000.00	May 15, 2019 or as soon as the maximum number of participant is met.
June 18-19	Supervisory Development Program Module 4 "Developing and Engaging People"	<i>This course will enable participants to motivate and drive team members and the entire team to pursue established objectives as indicated in their DPCR and IPCR.</i>	Php3,500.00	
June 20-21	Supervisory Development Program Module 5 "Empowering and Enabling People"	<i>This course will enable participants to create and sustain a culture of high performance that would ensure successful implementation of their DPCR and team members' IPCRs.</i>	Php3,500.00	
June 26-27	Recruitment Selection Process for HRMPSB Members	<i>This training program will capacitate Human Resource Merit Promotion and Selection Board</i>	Php3,500.00	