



Republic of the Philippines
HUMAN RESOURCE MANAGEMENT OFFICE
City Government of Baguio

Letter, dated 15 March 2019, of Ms Imelda C. Caluen, Managing Director, Center for Governance, Development Academy of the Philippines, inviting participants to the different course offerings listed herein.

2nd Indorsement
06 May 2019

Respectfully transmitted to All Department/Office Heads, City Government of Baguio, Baguio City, Attention: The Administrative Officers or Personnel in-charge of Personnel Matters, the attached letter of Ms Imelda C. Caluen, Managing Director, Center for Governance, Development Academy of the Philippines, for information and appropriate action.


AUGUSTIN P. LABAN III
City Human Resource Management Officer

Copy furnished:

- Hon. Marficio G. Domogan
City Mayor
Mayor's Office
Baguio City

APL/EBD/cbz 1988
File: to all DH DAP



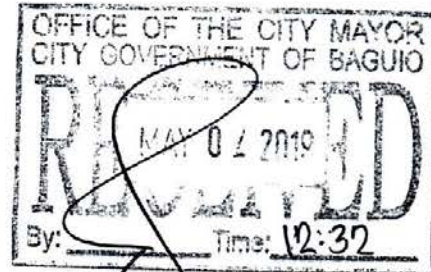
development academy of the philippines

15 March 2019

03527

HON. MAURICIO G. DOMOGAN

*City Mayor
City Government of Baguio
City Hall Loop, Baguio City*



Dear **Hon. Domogan**:

Greetings from the Academy!

The Center for Governance is the Academy's technical excellence and resource person on political and administrative governance which aims to strengthen the capacities of public institutions to develop and effectively implement public policies and programs that promote transparency and accountable governance. Thus, our work involves the delivery of training services to NGAs, GOCCs, SUCs and LGUs.

In this regard, we are pleased to invite your agency to send participant to our course offerings which you may find relevant to your human resource development needs and requirements. These courses are on a "first-come-first-served basis" with up to 35 slots. Should you be interested to nominate your officers and/or staff, please find attached Nomination Form to be accomplished and returned to us at the set deadline. The description, schedule and fees of the courses we offer are provided in the attached brochure for your immediate reference.

For any clarification, your staff may reach us through telephone nos. (632) 631-2132, 631-2135, 631-2139, 631-2146 or email us at cftraining@dap.edu.ph.

Thank you and we look forward to your participation in the said courses.

Sincerely,

IMELDA C. CALUEN
Managing Director
Center for Governance

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





APRIL

10-12 Course on Basic Policy Process

₱ 13,500.00

The course aims to help participants better understand the components of policy process and introduce range of tools for policy formulation and implementation.

JUNE

5-7 Course on Basic Monitoring and Evaluation

₱ 13,500.00

The course aims to equip participants with necessary skills and knowledge on monitoring and evaluation (M&E) of programs and projects, and enable them to perform assessment of programs and project using various tools.

JULY

15-19 Course on Strategic Planning

₱ 22,500.00

This course provides a systematic approach for translating organizational directions into workable strategies, determining appropriate performance measures and setting challenging but realistic targets.

22-26 Course on Advanced Monitoring and Evaluation

₱ 22,500.00

The course aims to enhance the skills and deepen the knowledge of M&E practitioners that will enable them to work through impactful projects and programs, and prepare a well-defined terms of reference for an impact evaluation study of their programs, that will employ appropriate statistical analysis and other methods.

Note: Course on Basic Monitoring and Evaluation is a pre-requisite.

AUGUST

5-9 Course on Basic Project Management

₱ 22,500.00

The course aims to enable the participants articulate the different phases and stages of the project cycle; and apply various tools, techniques and approaches to planning, designing, implementing, and managing risks for monitoring programs and projects.

6-8 Course on Effective Local Legislation

₱ 12,000.00

The course aims to equip local legislators with the essential knowledge and skills to develop and promulgate relevant ordinances and resolutions in order to propel the development aspirations of their locality.

19-23 Course on Risk Management

₱ 22,500.00

The course aims to provide a general introduction of risk management concepts and perspectives, and allow participants to practice its tools and methodologies, and learn how this can be replicated or conducted in their respective agencies.

SEPTEMBER

16-20 Course on Research Tools for Policymaking: Data Analytics

₱ 22,500.00

The course aims to equip the participants with skills and knowledge in research, with emphasis on data science as essential tool for informed decision-making. It features relevant tools and strategies how to utilize these in developing policies, programs, and projects of their respective agencies.

17-19 Introductory Course on Public-Private Partnership for Local Government Units

₱ 12,000.00

The course provides an overview of basic PPP concepts, its benefits and the key steps involved in identifying and developing a potential project of the LGU.

23-27 Course on Risk Management

₱ 22,500.00

The course aims to provide a general introduction of risk management concepts and perspectives, and allow participants to practice its tools and methodologies, and learn how this can be replicated or conducted in their respective agencies.

OCTOBER

15-17 Basic Course on Smart Urban Management and Governance

₱ 12,000.00

The course aims to introduce the fundamentals of a "smart city" framework as an emerging trend in urban development and management, and as a potential tool in enhancing good governance and public sector productivity. The course likewise presents samples of smart innovations, and tackles the challenges and implications in pursuing smart city transformation and management.

NOVEMBER

14-15 3rd International Conference on Public Sector Productivity (ICPSP)

Jointly organized by the Asian Productivity Organization (APO) and the DAP to serve as platform for government, think-tanks, academe, private institutions and civil organizations across the Asia-Pacific region to discuss and share experience on topics aimed towards optimizing knowledge-based innovative approaches, emerging trends, and trailblazing technologies that address the growing complexity of public sector productivity arena.

Note: Visit <http://facebook.com/APOcoepsp> for upcoming announcements.

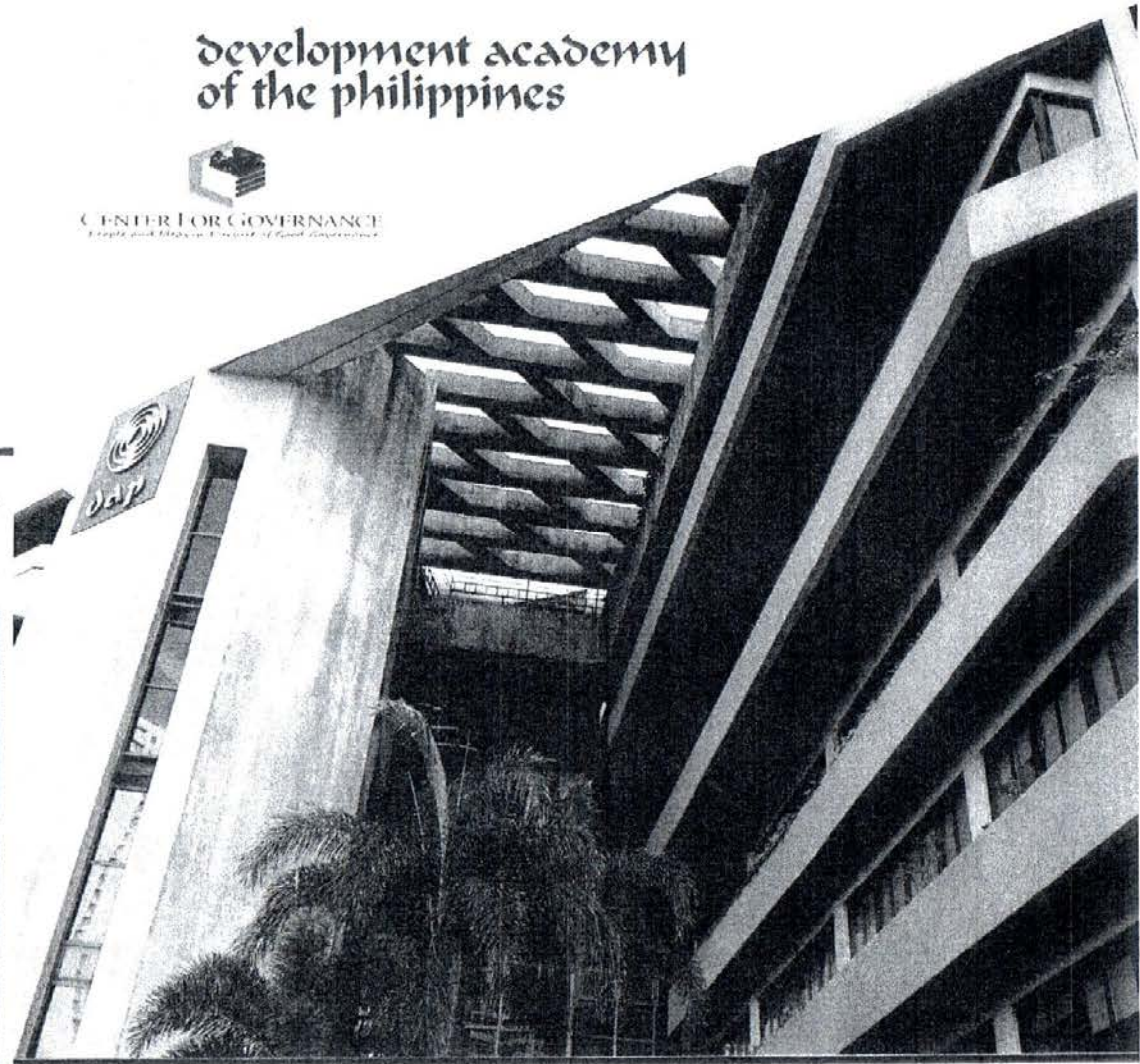
development academy of the philippines



CENTER FOR GOVERNANCE
People and Policies at the Heart of Good Governance

The **Center for Governance (CFG)** was established in 1999 as the Academy's technical excellence and resource center on political and administrative governance.

For two decades now, CFG has been capacitating public sector organizations to effectively implement public policies and programs that promote transparent and accountable governance, through training, technical assistance and research.



2019

TRAINING CALENDAR

CENTER FOR GOVERNANCE

4th Floor, DAP Building, San Miguel Avenue,
Ortigas Center, Pasig City
(02) 631-2132
www.dap.edu.ph

NOMINATION FORM

Please write in capital letters.

By signing and submitting this form, the participant and agency/organization confirms agreement with the terms and conditions of availing the course/s stated herein.




NAME OF AGENCY/ORGANIZATION: _____

ADDRESS: _____

NAME OF NOMINATING OFFICER: _____

POSITION: _____ LANDLINE NUMBER: _____

EMAIL ADDRESS: _____ MOBILE NUMBER: _____

SIGNATURE: _____

NAME OF PARTICIPANT (LAST NAME, FIRST NAME, MIDDLE INITIAL):

COURSE TITLE: _____

DATES: - to - 2 0 1 9 POSITION: _____

EMAIL ADDRESS: _____

LANDLINE NUMBER: _____ MOBILE NUMBER: _____

NAME OF PARTICIPANT (LAST NAME, FIRST NAME, MIDDLE INITIAL):

COURSE TITLE: _____

DATES: - to - 2 0 1 9 POSITION: _____

EMAIL ADDRESS: _____

LANDLINE NUMBER: _____ MOBILE NUMBER: _____

NAME OF PARTICIPANT (LAST NAME, FIRST NAME, MIDDLE INITIAL):

COURSE TITLE: _____

DATES: - to - 2 0 1 9 POSITION: _____

EMAIL ADDRESS: _____

LANDLINE NUMBER: _____ MOBILE NUMBER: _____

GENERAL INFORMATION AND GUIDELINES

» TARGET PARTICIPANTS

The courses are open to all technical staff and officers of agencies and organizations.

» ENROLLMENT AND CONFIRMATION

Registration to the courses is on a first-come, first-served basis. Kindly provide duly accomplished and approved nomination forms to cfgtraining@dap.edu.ph or fax to (02) 631-2132 immediately and wait for notification within three days. Enrollment to the courses is ensured only upon confirmation of payment. Schedule of courses may change without prior notice.

» VENUE

All courses are non-residential.

» PAYMENT

Course fee must be settled **two weeks** before the indicated dates. Discount rate may be applicable to early payments or groups of **five participants** per agency.

Payments may be made through:

- ◊ Cash
- ◊ Check payable to the Development Academy of the Philippines
- ◊ Bank deposit to Land Bank of the Philippines Savings Account 0671-0105-40.

(Scanned proof of payment should be sent thru email cfgtraining@dap.edu.ph)

» MAXIMUM CLASS SIZE

DAP reserves the right not to accept nominees or walk-ins if the maximum number of enrolled participants for the course/s has been reached.

» REPLACEMENT OF PARTICIPANT

Replacement of participant may be allowed in case the enrollee will not be available for the availed course due to unforeseen event. However, email notification must be made at least **three weeks** before the course date. Otherwise, the slot will be forfeited.



» CANCELLATION AND REFUND

A 15% cancellation fee will be charged to each enrollee for reservations withdrawn **five working days** before the course date.

The Academy reserves the right to cancel any course due to insufficient enrolment at least **one week** before the scheduled course date.

The Academy is not responsible for any expenses incurred by the participant if the course is cancelled.

No show and cancellation made within **three working days** before the course date shall not be entitled to a refund.

If a course is cancelled due to force majeure (e.g. weather, natural disaster), the participant is entitled to reschedule for a future training course or a refund.

* Agencies are enjoined to send three to five participants when enrolling to a course. This form may be reproduced.