



Republic of the Philippines
CIVIL SERVICE COMMISSION

Cordillera Administrative Region

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 : Learning and Development Program Schedules for the 3rd Quarter of CY 2019

The Civil Service Commission-Cordillera Administrative Region, announces the following **Learning and Development (L&D) programs** scheduled for the 3rd quarter of CY 2019.

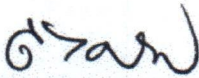
L & D PROGRAM/ DATES	L & D PROGRAM	TRAINING FEE	DEADLINE FOR CONFIRMATION OF PARTICIPANTS
ORIENTATION FOR NEW EMPLOYEES (ONE) July 29 – 30, 2019	The course intends to orient new government employees and provide them information that will motivate, equip and empower them in their public service journey.	Ph3,000.00	July 19, 2019 or until the maximum number of participants is met.
SUPERVISORY DEVELOPMENT COURSE – TRACK 1 July 29–Aug 1, 2019	The SDC is designed and developed for first line supervisors in the Philippine Bureaucracy. The Track 1 consists of 3 out of 7 modules focusing on critical competencies required for supervisory effectiveness.	Ph6,000.00	
TRAINING ON RECRUITMENT AND SELECTION PROCESS FOR MEMBERS OF THE HRMPSB (for Local Government Units) August 7-8, 2019	This training program will capacitate Human Resource Merit Promotion and Selection Board (HRMPSB) towards Competency Based Recruitment System.	Ph3,000.00	July 26, 2019 or until the maximum number of participants is met.
LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE) August 15-16, 2019	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.	Ph3,000.00	July 26, 2019 or until the maximum number of participants is met.
BASIC CUSTOMER SERVICE SKILLS TRAINING (BCSST) August 22-23, 2019	This training helps public servants to understand the importance of service excellence; discover their critical role in providing excellent service in the organization; gain better understanding	Ph3,000.00	August 16, 2019 or until the maximum number of participants is met.

	skills in handling different types of customers for better public service.		
SUPERVISORY DEVELOPMENT COURSE - TRACKS 2 & 3 Sept 2 - 6, 2019	The SDC - Tracks 2&3 consist of 4 out of 7 SDC modules. It aims to enhance the level of commitment, vision and responsibility of first line government supervisors and ignite their productive spirit towards making a difference in organizations.	Ph7,500.00	August 16, 2019 or until the maximum number of participants is met.
LOCAL EXECUTIVE PROGRAM (LEP) August - September (Dates to be announced later)	This is a 2-day program that features globally accepted concepts on leadership and Human Resource Management. It provides opportunity to understand CS law and rules in the context of local governance. This shall be conducted in the different CAR provinces.	Ph6,000.00	


The training fee 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. 074-443-9282 or email at hrdcsc14@gmail.com. Confirmed participants shall be informed at least one (1) week before the training date of the training venue through a letter of acceptance and/or notice of cancellation or postponement in case desired number of participants is not met. For further inquiries you may call HRD at telephone 074-443-5981 or 0908-885-1425.

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


ATTY. MARILYN E. TALDO
 Director IV *gr*

July 3, 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

CONFIRMATION SLIP

Title of Training: _____
Date : _____

This is to confirm the attendance of the following participants to the above mentioned program/conference:

No.	First Name	Middle Initial	Last Name	Position / Designation and SG	Age	Sex	No of Years In the Govt	Email Address
1								
2								
3								
4								
5								

This Office guarantees the payment of the corresponding registration fee on or before the schedule of the training program. It further guarantees payment of the amount corresponding to one (1) day registration fee for each participant who confirmed attendance but fails to attend the training without informing the CSC CAR Human Resource Division at least four (4) working days prior to the start of the training.

Printed Name & Signature of Head of Agency
or Authorized Representative

Name of Agency

Contact Number & Email Address

** This confirmation slip should be received by CSC CAR, HRD within 10 working days before the scheduled training program.
Thank you.
Email: hrcsc14@gmail.com*