



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

RECEIVED
BUDGET SECTION
Date: 2/15/21 3:18
By: Aiz


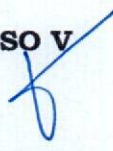
February 15, 2021

Division Memorandum
No: 039 s. 2021

**INVITATION TO ATTEND WEBINAR ON:
EMOTIONAL INTELLIGENCE: MANAGING EMOTIONS IN THE WORKPLACE**

To: Division Chiefs
Administrative Officer V
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is an invitation from the Civil Service Commission-CAR to attend a webinar titled: Emotional Intelligence: Managing Emotions in the Workplace to be held on February 23-24, 2021.
2. A training fee of Php 500.00 is required to defray their expenses charged to personal fund or to School/Division MOOE subject to availability of funds.
3. Invited participants are HR practitioners (School Heads), Heads of Agencies (SDO Top management) Administrative Officers, members of various HR committees, Section/Unit Heads and other interested participants.
4. All those who are interested are advised to read and follow the instructions in the herein attached letter from CSC Director Marilyn Taldo.
5. For information, guidance and compliance.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent 

jtb/invitation to attend a webinar/ 2/15/21



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocty@gmail.com
Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019



Cordillera Administrative Region

05 February 2021

DR. MARIE CAROLYN B. VERANO

City Schools Superintendent
Department of Education- Baguio City
Military Cut-Off, Baguio City

Dear Superintendent Verano:

In line with the Commission's thrust of professionalizing the civil service and promoting cooperation in the workplace, the Civil Service Commission Cordillera Administrative Region will conduct a webinar titled: **Emotional Intelligence: Managing Emotions in the Workplace** to be held on February 23-24, 2020.

As we pivot into the next normal, this webinar is timely as it aims to enable the participants demonstrate skills in perceiving, labelling, and managing one's own and others' emotions; practice mindfulness techniques for self-awareness of one's emotions; and communicate effectively one's emotions to manage customers of various types.

Relative thereto, we are inviting HR practitioners, Heads of Agencies, Administrative Officers, Members of various HR Committees, Department Heads, Division Chiefs, and other interested participants to attend the said webinar. A certificate of training equivalent to four (4) hours shall be awarded to participants who participated in all the sessions and submitted their post-training evaluation with insights using google forms.

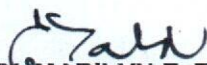
A training fee of P500.00 shall be collected from each participant to defray, among others, the cost of subscription for digital learning, operational costs, supplies and honoraria of Subject Matter Experts. You may pay the training fee at the CSC CAR Regional Office or the nearest Field Office or you may opt to deposit directly or send thru fund transfer to the CSC CAR's Land Bank of the Philippines (LBP) Baguio Account Number 0222-0036-36 with Civil Service Commission CAR as its account name and electronically send copy of the deposited slip/proof of payment to the CSC-CAR at hrdcsc14@yahoo.com.

Participants are advised to register to this link <http://bit.ly/2MWYy3K> or submit the attached Confirmation Slip to the CSC CAR' Human Resource Division or nearest Field Office on or before February 17, 2021. Acceptance of Confirmation and webinar link shall be sent to registered participants.

Please feel free to contact us for any clarification or inquiries. Our training coordinators, Ms. Ruthgail S. Balagso and Ms. Rose B. Pel-ey may be reached at our Regional Offices' telephone no. 074 (443-5981), cellphone no. 0908-885-1425 or you may email us at hrdcsc14@yahoo.com.

Thank you.

Very truly yours,


ATTY. MARILYN E. TALDO
Director IV



Cordillera Administrative Region

CONFIRMATION SLIP

Title of Webinar: _____
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	Age	Sex	Email Address	Assistance Needed Please specify (PWD/PWSN/ Pregnant/ Lactating, etc.)
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

Name of Agency

Contact Number & Official Email Address of the Agency

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