



Civil Service Commission Cordillera Administrative Region

OFFICE CITY
MAY 26 2021
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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 Schedule for June – December 2021

The Civil Service Commission Cordillera Administrative Region (CSC CAR), announces the conduct of its Learning and Development (L&D) programs scheduled for June-December 2021 as follows:

L&D Program Title	Date	No. of Hours	Type of L&D	L&D Fee
Orientation on the 2017 Omnibus Rules on Appointments and Other HR Actions (ORAOHRA)	June 15-17, 2021 8:00 AM-12:00 NN	12 hrs	Technical	P1,500.00
PRIME-HRM: The Journey Recruitment, Selection and Placement Coaching and Mentoring for Excellence	June 23-25, 2021 8:00 AM-12:00 NN	12 hrs	Technical	P1,500.00
	June 29-30, 2021 8:00 AM-12:00 NN	8 hrs	Leadership	P1,000.00
Orientation on the 2017 Rules on Administrative Cases in the Civil Service (RACCS)	July 5-7, 2021 8:00 AM-12:00 NN	12 hrs	Technical	P1,500.00
PRIME-HRM: The Journey Performance Management	July 8-9, 2021 8:00 AM-12:00 NN	8 hrs	Technical	P1,000.00
Moments of Truth: Delivering Service Excellence in Public Service	July 13-14, 2021 8:00 AM-12:00 NN	8 hrs	Technical	P1,000.00
19 th Regional Conference of Human Resource Management Practitioners in CAR (RCHRMPs)	July 22, 2021 8:00 AM-5:00 PM	8 hrs	Supervisory/ Managerial	P1,600.00
PRIME-HRM: The Journey Learning and Development	Aug. 4-5, 2021 8:00 AM-12:00 NN	8 hrs	Technical	P1,000.00
The Six Thinking Hats of a Leader: Making Meetings Productive	Aug. 12-13, 2021 8:00 AM-12:00 NN	8 hrs	Leadership	P1,000.00
Webinar on Effective Leave Administration	Aug. 18, 2021 8:00 AM-12:00 NN	8 hrs	Technical	P1,000.00
Stress Less, Achieve More! Laugh and Meditate! (Stress Management for Public Servants)	Sept. 17, 2021 8:00 AM-12:00 NN	4 hrs	Foundation	P500.00
PRIME-HRM: The Journey Rewards and Recognition	Sept. 28-29, 2021 8:00 AM-12:00 NN	8 hrs	Technical	P1,000.00
Conflict Resolution in the Workplace	Oct. 12-13, 2021 8:00 AM-12:00 NN	8 hrs	Leadership	P1,000.00

The L&D courses aim to provide a continuing development for government employees in their current jobs and prepare them for future higher roles and responsibilities.

Participants are advised to register online thru the link stated in the attached L&D Calendar for June-December 2021 or accomplish and submit the attached confirmation slip and email it back to CSC CAR at hrdcsc14@gmail.com.

Scheduled training programs may be postponed or cancelled if the number of confirmed participants is less than the targeted number. Hence, it is requested that interested agencies must confirm the attendance of their personnel earlier than the indicated deadlines for confirmation of participants. Confirmed participants shall be informed in case of cancellation or postponement at least three (3) days before the scheduled activity.

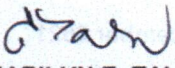
A training fee indicated per program shall be collected from each participant to defray, among others, the cost of subscription for digital learning, utilities, communication, administrative costs, and honoraria of Subject Matter Experts. You may pay the training fee at the CSC CAR Regional Office or 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.

The CSC-CAR also conducts the following agency-based L&D courses upon request: 1) Onboarding the New Entrants for Public Service (ONE); 2) Rules of Conduct and Ethical Behavior in the Civil Service (RA 6713); 3) Orientation on the Strategic Performance Management System (SPMS). Please coordinate with the HRD for further details.

In the light of current restrictions imposed by the NIATF and Local IATF on the conduct of activities, which involve the gathering of people, the CSC-CAR shall conduct all of its L&D courses via the digital platform Zoom.

For further inquiries you may call HRD at telephone number 074443-5981 or cellphone number 0908-885-1425.


ATTY. MARILYN E. TALDO
24 May 2021

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

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

CSC CAR Course Offerings June- December 2021

L&D Program Title	Date	Registration Link
<p>Orientation on the 2017 Omnibus Rules on Appointments and Other HR Actions (ORAOHRA)</p> <p><i>This course aims to orient the participants on the 2017 Omnibus Rules on Appointments and other HR Actions (ORAOHRA), as amended, provide them with the knowledge and skills in the preparation of appointments and the processes and requirements involved in recruitment, promotion, transfer and other HR actions in pursuance with the ORAOHRA.</i></p>	<p>June 15-17, 2021 8:00 AM-12:00 NN</p>	<p>https://forms.gle/YBvS5dDQ5vYmYG4o8</p>
<p>PRIME-HRM: The Journey Recruitment, Selection and Placement</p> <p><i>The Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) aims to elevate public sector human resource management to a level of excellence through the assessment, assistance, and awarding processes of HRM Systems, Practices, and Competencies using HRM maturity level indicators that are at par with global HRM standards.</i></p> <p><i>By the end of the 12-hour webinar/workshop, learners will be able to assess their organization's HR systems' strengths and opportunities for improvement vis-à-vis PRIME-HRM Maturity Level 2 indicators; and to develop an action plan and evidence requirements for achieving PRIME-HRM Recruitment Selection and Placement Level 2.</i></p>	<p>June 23-25, 2021 8:00 AM-12:00 NN</p>	<p>https://forms.gle/FtVFKzVaqpWquqEz7</p>
<p>Coaching and Mentoring for Excellence</p> <p><i>At the end of the webinar, the participants shall be able to: define coaching and "coachable moments"; differentiate coaching from mentoring, prepare a coaching journal and evaluate their skills as coaches, among others.</i></p>	<p>June 29-30, 2021 8:00 AM-12:00 NN</p>	<p>https://forms.gle/KU2zZLLUWqteK8ms7</p>
<p>Orientation on the 2017 Rules on Administrative Cases in the Civil Service (RACCS)</p> <p><i>The Constitution provides that a public office is a public trust. Public officers and employees must, at all times, be accountable to the people, serve them with utmost responsibility, loyalty and efficiency, act with justice and patriotism and lead modest lives. (Sec. 1, Art. XI, 1987 Constitution).</i></p>	<p>July 5-7, 2021 8:00 AM-12:00 NN</p>	<p>https://forms.gle/nzQci8htVmZ5w6g59</p>

Under our current political system, the right to hold public office is not a natural right. It exists only because of and by virtue of some law expressly or impliedly creating and conferring it. If the trust reposed upon a public officer or employee is breached, administrative discipline comes in.

The orientation offers disciplinary procedures to correct problems on employee's behavior or performance and provides the employees opportunities to improve before they are disciplined.

**PRIME-HRM: The Journey
Performance Management**

July 8-9, 2021
8:00 AM-12:00 NN

<https://forms.gle/RwP74QXVn92bgJYSA>

The Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) aims to elevate public sector human resource management to a level of excellence through the assessment, assistance, and awarding processes of HRM Systems, Practices, and Competencies using HRM maturity level indicators that are at par with global HRM standards.

By the end of the 8-hour webinar/workshop, learners will be able to assess their organization's HR systems' strengths and opportunities for improvement vis-à-vis PRIME-HRM Maturity Level 2 indicators; and to develop an action plan and evidence requirements for achieving PRIME-HRM Performance Management Level 2.

**Moments of Truth: Delivering Service
Excellence in Public Service**

July 13-14, 2021
8:00 AM-12:00 NN

<https://forms.gle/ij8A8r4y5nnjG4SQ7>

This L&D intervention aims to enable participants to learn the real meaning of service; deepen their understanding on the importance of providing excellent service to customers and to know and understand the needs of customers; and to develop skills and techniques in handling different kinds of customers.

**19th Regional Conference of Human
Resource Management Practitioners in CAR
(RCHRMPs)**

July 22, 2021
8:00 AM-5:00 PM

<https://forms.gle/XYFw4XZbiKkG7WmWA>

This first virtual gathering of HRMPs in CAR provides an opportunity to converse on various issues and updates along the field of HRM especially during this post-pandemic period; and to enhance the leadership, professional and work competencies of HRMPs and other participants.

**PRIME-HRM: The Journey
Learning and Development**

Aug. 4-5, 2021
8:00 AM-12:00 NN

<https://forms.gle/NAmEJkNgs6ijDPMC8>

The Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) aims to elevate public sector human resource management to a level of excellence through the assessment, assistance,

and awarding processes of HRM Systems, Practices, and Competencies using HRM maturity level indicators that are at par with global HRM standards.

By the end of the 8-hour webinar/workshop, learners will be able to assess their organization's HR systems' strengths and opportunities for improvement vis-à-vis PRIME-HRM Maturity Level 2 indicators; and to develop an action plan and evidence requirements for achieving PRIME-HRM Learning & Development Level 2.

The Six Thinking Hats of a Leader: Making Meetings Productive

Aug.12-13, 2021
8:00 AM-12:00 NN

<https://forms.gle/yaQ49JesJmKZfSta7>

At the end of the webinar, the participants shall be able to describe and summarize the purposes of conducting a meeting and dramatize and distinguish the six thinking hats of a leader.

Webinar on Effective Leave Administration

Aug. 18, 2021
8:00 AM-12:00 NN

<https://forms.gle/Xo6jnVootpSu8ySXA>

This course aims to enable participants to understand and distinguish the different kinds of leave; enumerate the requirements for the grant of leave privileges; explain various policies on leave benefits and office hour; and compute accurately the different kinds of leave.

Stress Less, Achieve More! Laugh and Meditate! (Stress Management for Public Servants)

Sept.17, 2021
8:00 AM-12:00 NN

<https://forms.gle/arsoVeTUexfcvWru8>

At the end of the webinar, the participants shall be able to recognize stress triggers in work and in life; demonstrate techniques on how to manage stress; and develop a stress management plan.

PRIME-HRM: The Journey Rewards and Recognition

Sept. 28-29, 2021
8:00 AM-12:00 NN

<https://forms.gle/i8HdzwLApTL3Abin6>

The Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) aims to elevate public sector human resource management to a level of excellence through the assessment, assistance, and awarding processes of HRM Systems, Practices, and Competencies using HRM maturity level indicators that are at par with global HRM standards.

By the end of the 8-hour webinar/workshop, learners will be able to assess their organization's HR systems' strengths and opportunities for improvement vis-à-vis PRIME-HRM Maturity Level 2 indicators; and to develop an action plan and evidence requirements for achieving PRIME-HRM Rewards & Recognition Level 2.

Conflict Resolution in the Workplace

Oct. 12-13, 2021
8:00 AM-12:00 NN

<https://forms.gle/Mo2pUKUeY2MGSY6w9>

This webinar aims to orient participants on how to manage conflict in the workplace; and to provide them with techniques or processes of handling conflicts in the workplace.



Cordillera Administrative Region

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	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.*