



CIVIL SERVICE COMMISSION

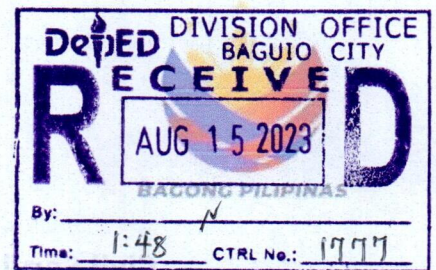
Republic of the Philippines

Cordillera Administrative Region



CIVIL SERVICE COMMISSION

Republic of the Philippines



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 : CSC CAR Learning and Development Schedule for August to December 2023

The Civil Service Commission Cordillera Administrative Region (CSC CAR) announces the conduct of its Learning and Development (L&D) programs scheduled for **AUGUST TO DECEMBER 2023**.

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

Participants are advised to reserve their slots by registering online thru the link provided for each L&D program. Confirmation of participants shall be on a first come-first served basis. Only participants who have paid the L&D fee before the conduct of the L&D program shall be considered as registered participants.

Likewise, the scheduled training programs may be postponed or cancelled if the number of confirmed participants is less than the targeted number. Deadline for confirmation of attendance is at least three (3) days before the scheduled L&D program.

An L&D Fee indicated per program shall be collected from each participant to defray, among others, the cost of subscription for digital learning, L&D materials, utilities, communication, administrative costs, and honoraria of Subject Matter Experts and Co-Facilitators. The L&D fee may be paid 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 a copy of the bank-validated deposit slip, or other proof of payment** to the CSC-CAR at hrcsc14@gmail.com.

The Advisory for the L&D Program shall be emailed to registered participants at least two (2) days before the event.

The CSC CAR may also conduct In-House or Agency-Based L&D Course, upon request. Attached hereto are the revised Training Packages for the availment of CSC CAR L&D Programs effective July 21, 2023.

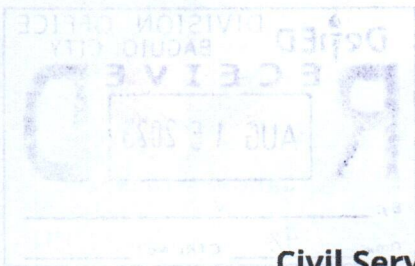
For further inquiries, you may call HRD at telephone number 074443-5981 or cellphone number 0908-885-1425.

For information and guidance please.

FERNANDO O. MENDOZA
Director IV

14 August 2023

Bawat Kawani, Lingkod Bayani



Civil Service Commission Cordillera Administrative Region

LEARNING AND DEVELOPMENT
Confirmation Form

Title of L&D Program : _____
Date : _____

This is to confirm the attendance of the following participants to the above-stated L&D program:

No.	First Name	Middle Initial	Last Name	Position/ Designation	Age	Sex	Email Address	Assistance Needed (For PWD, PWSN). Please specify.

(Please encode complete information)

This Office guarantees the payment of the corresponding L&D fee before the schedule of the L&D program. It further guarantees the payment of 80% of the total L&D fee for each participant who confirmed attendance but fails to attend the program/course without informing the CSC CAR Human Resource Division (HRD) at least three (3) days prior to the start of the L&D program.

To be accomplished by PRIME-HRM Bronze Awardees

We will avail the 20% discount for the HRM Office Head or one (1) Agency Representative

Name of participant: _____

Total Amount of L&D Fee (less 20% discount): _____

Name and Signature of Agency Head/ Authorized Representative	
Name of Agency	
Official Email Address of Agency	
Contact No. of Agency	
Name of Agency/HRMO	
Contact No. of HRMO	

*This confirmation form should be received by HRD, CSC CAR not later than 2 days before the scheduled L&D program/course. Please upload this form thru the registration link or email to hrdcsc14@gmail.com. For queries or assistance, please contact us at 09088851425. Thank you.

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CSC CAR TRAINING PACKAGES

EXTERNAL L&D PROGRAMS

TRAINING PACKAGE 1

(Direct Training/ Public Offering)

CSC delivers L&D Program in full package, from design to administration.

CSC shall provide:

- Subject Matter Experts and Co-Facilitators for the duration of the program
- Honoraria of Subject Matter Experts and Co-Facilitators
- Provide kits of participants (in-person/face-to-face)
- Provide soft copies of learning resources/references, if any (digital/online)
- Participants' certificates in printed/electronic copy
- Digital platform (Zoom) – for Digital/Online learning

The agency shall:

- Nominate and authorize attendance of employees to the particular learning and development program
- Pay the CSC CAR the L&D fee of the employee/s as specified in the L&D Schedule/ Announcement

L&D Investment Fee

- *Onsite/ In-Person Learning: **Php 2,200/day (except for Conferences)***
- *Digital/Online Learning: **Php1,600/day (8 hours)***

TRAINING PACKAGE 2

(Agency In-House – Digital/Online Learning)

An agency in-house Learning and Development (L&D) program conducted upon request of the agency **through digital/online learning mode** with shared responsibilities between the CSC and the requesting agency.

CSC shall deliver the L&D program in full package from design to administration and provide the following:

- Subject Matter Experts for the duration of the program.
- Co-Facilitator for Training and Administrative concerns and Co-Facilitator for Information and Communications Technology concerns
- Soft copies of learning resources/ references, if any
- Participants' certificates in electronic copy
- Digital platform (Zoom)

The agency shall:

- Ensure the attendance of their participants to all sessions and compliance to all course requirements of the L&D program/course.
- Pay the CSC CAR a program management fee of **P30,000.00/day** for a class of **at most 50 participants** plus P300.00 for every additional participant (**maximum of 10**) in excess of 50.
- Pay the honoraria of Subject Matter Experts and Co-Facilitators **based on prescribed rates of the Commission.**

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TRAINING PACKAGE 3
(Agency In-House - Onsite/Face-to-face)

An agency in-house Learning and Development (L&D) program conducted upon request of the agency **through onsite/ face-to-face learning mode** depending on the requirements of the L&D program with shared responsibilities between the CSC and the requesting agency.

CSC shall deliver the L&D program in full package from design to administration and provide the following:

- Subject Matter Experts (SMEs) for the duration of the program
- One (1) Co-Facilitator/day to moderate and oversee the conduct of the program;
- Learning resources/ references/ training manual for reproduction, if any
- Training certificates of the participants.

The agency shall:

- Ensure the attendance of their participants to all sessions and compliance to all course requirements of the L&D program/course
- Designate one (1) training support/ IT staff
- Provide training venue with facilities that are compliant to DOH and IATF guidelines. Training venue must be spacious and equipped with adequate tables and chairs, sound system and LCD projector.
- Provide kits and training manuals to participants and other training supplies, if any.
- Provide food of participants, Subject Matter Experts and CSC Co-Facilitator/s. Food shall cover daily lunch and snacks for the duration of the L&D program/course.
- Pay the CSC CAR a program management fee of **P25,000/day** for a class of **at most 50 participants** plus P200.00 for every additional participant (**maximum of 10**) in excess of 50.

However, for the conduct of **Supervisory Development Course (SDC) Track 1 and SDC Tracks 2 & 3**, one class shall consist only of a **maximum of 30 participants**. Additional participants shall pay P2,200.00 each.

- Pay the honoraria of Subject Matter Experts and Co-Facilitators based on prescribed rates of the Commission.
- Pay the expenses for or provide the transportation and accommodation of SMEs and Co-Facilitators (beyond 50km. radius);

Revised June 30, 2023

*Happy to Serve! Our Human Resource Division (HRD) Staff are happy and willing to assist you on any L&D-related concerns. Please contact them through hrdcsc14@gmail.com;
Mobile No. 09088851425; landline: 074-443-5982.*

Approved:

21 July 2023

Bawat Kawani, Lingkod Bayani



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BAGONG PILIPINAS

CSC CAR LEARNING AND DEVELOPMENT SCHEDULE

August to December 2023

DATE	COURSE TITLE AND DESCRIPTION	LEARNING MODALITY	No. of Hours	L&D Fee	Curriculum Area
THIRD QUARTER CY 2023	Aug. 14-18 Supervisory Development Course Tracks 2 and 3 <i>A continuation of SDC Track 1 which aims to enhance one's supervisory and managerial skills. It focuses on the critical competencies needed to effectively perform supervisory functions.</i> Registration Link: https://bit.ly/csc-sdc	Webinar	40	P8,000.00	Leadership and Managerial
	Sept. 14 "Bounce Back! The Lingkod Bayani Rising Above Stress" <i>"Bounce Back" is a course that aims to enable participants understand stress, its effects and impact on both their personal and professional lives and how they could manage it. After all, employees who are less stressed are more productive and efficient in the workplace.</i> Registration Link: https://bit.ly/csc-bounce	Webinar	8	P1,600.00	Foundation
FOURTH QUARTER CY 2023	Oct. 4-5 Seminar on the Omnibus Rules on Appointments and Other HR Actions (ORAOHRA) <i>This online Orientation aims to brief the participants on the 2017 ORAOHRA, as amended. It seeks to provide them with knowledge and skills in the preparation of appointments and the processes and requirements involved in recruitment, promotion, transfer and other HR actions, as well as the policies, procedures, requirements, and penalties on administrative cases.</i> Registration Link: https://bit.ly/csc-oraohra	Webinar	16	P3,200.00	Technical
	Nov. 22-23 Regional Conference of Human Resource Management Practitioners (RCHRMPs) in CAR <i>HR practitioners in CAR will converge in this two-day gathering to discuss relevant issues and</i>	Face-to-Face	16	TBA	Leadership and Managerial

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		concerns along the field of HR and Organization Development Registration Link: https://bit.ly/csc-rchrmps				
Dec. 6-7	GEDSI Series 2: Creating Safe Spaces in the Workplace Aligned with the Commission's commitment to provide a safe and inclusive workplace that is free from all forms of discrimination and harassment, this Course will focus on promoting and nurturing Diversity, Equity and inclusion in the workplace. Registration Link: https://bit.ly/csc-qeds	Webinar	16	P3,200.00	Technical	
Dec. 11-12	2023 Teachers' Congress This L&D intervention features timely and relevant topics aimed at harnessing the leadership capacities of participants. It also envisions to inspire them to create and embrace an inclusive teaching and learning environment, and provide an opportunity to build on personal resilience by strengthening and harnessing shared values Registration Link: https://bit.ly/csc-tc	Face-to-Face Virtual	16	P5,000.00 P3,200.00	Leadership and Managerial	

Confirmation Form: <https://bit.ly/3DAZL8r> **Confirmation Form v12023**

The CSC CAR may also conduct the following as In-House or Agency-Based L&D Course, upon request:

- a. Leave Administration Course for Effectiveness (LACE)
- a. Seminar on the Rules on Administrative Cases in the Civil Service (RACCS)
- b. Seminar on the Omnibus Rules on Appointments and Other HR Actions
- c. Onboarding New Entrants (ONE) for Public Service
- d. Public Service Values Program: "Bawat Kawani, Lingkod Bayani"
- e. Basic Customer Service Skills Training (BCSST)

How to Avail our L&D Courses?

It is understood that participants are duly nominated/endorsed/approved by the Head of Agency or the duly authorized representative or official.

- a. Choose the L&D Course that you would want to avail
Pay the corresponding L&D Fee at the CSC CAR Regional Office or at the nearest Field Office; or Deposit directly or send thru Fund Transfer to the CSC CAR's LBP Baguio Account Number: 0222-0036-36, with Civil Service Commission CAR as its account name. (PRIME-HRM Bronze Awardees are entitled to 20% discount for the HRM Office Head or one (1) agency representative. Please accomplish the Confirmation Form.)
- b. Register to the L&D course through the links provided for the L&D Course/s that you want to avail.
- c. Attach Confirmation Slip and Proof of Payment
- d. Wait for the Advisory for the details of the training. This will be sent to your email address.

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