

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 Calendar for May to December 2025**

The Civil Service Commission Cordillera Administrative Region (CSC CAR) announces the conduct of its Learning and Development (L&D) programs scheduled for May to December 2025. 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 through this URL link: <https://bit.ly/csc-car-LnD> or by submitting an accomplished confirmation form to CSC CAR at hrdcsc14@gmail.com. The confirmation form may be downloaded from this link: <https://rb.gy/f1aexw>.

Confirmation of participants shall be on a first come-first served basis. Deadline for confirmation of attendance is at least three (3) days before the scheduled L&D program. The scheduled training programs may be postponed or cancelled if the number of confirmed participants is less than the targeted number.

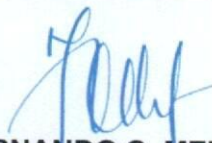
An L&D Fee indicated per program shall be collected from each participant to defray, among others, the cost of subscription for digital learning, L&D materials, utilities, communication, administrative costs and honoraria of Subject Matter Experts and Co-Facilitators. The L&D fee may be paid at the CSC CAR Regional Office or at any CSC CAR Field Office near you. You may also pay through bank deposit, fund transfer or LDDAP-ADA to the CSC CAR with the following bank details:

Bank : Land Bank of the Philippines
Branch : Baguio City
Account Name : Civil Service Commission CAR
Account Number: 0222-0036-36

The CSC CAR may also conduct In-House or Agency-Based L&D Course, upon request. Attached hereto are the Learning and Development Calendar for May to December 2025 and Training Packages for the availment of CSC CAR L&D Programs.

For further inquiries, you may reach the Human Resource Division (HRD) at telephone number (074) 443-5982; Mobile No. 09626175995 or email at hrdcsc14@gmail.com.

For information and guidance, please.


FERNANDO O. MENDOZA
Director IV

7 May 2025

CIVIL SERVICE COMMISSION CAR LEARNING AND DEVELOPMENT CALENDAR May to December 2025

DATE	PROGRAM/ COURSE TITLE	Learning Modality	Training Hours	L&D Fee	Curriculum Area	Link
May 8	Leadership through Change: Creating Resilient Organizations	Webinar	2	200	Leadership/ Management	https://bit.ly/csc-car-LnD
May 14-15	Public Service Ethics and Accountability	Webinar	16	3,200	Foundation	
May 15	Public Service Values Program – DAR Abra	Face-to-Face /Onsite	8	Agency Request	Leadership/ Management	
May 22	Beyond Expectations: Creating a Service Excellence Environment in the Workplace	Webinar	2	FREE	Foundation	
May 27- 30	Supervisory Development Course (SDC) Track 1	Face-to- Face Venue: Banaue, Ifugao	32	8,800	Leadership/ Management	
June 5-6	Supervisory Development Program (SDP) Module 1: Achieving Leadership Effectiveness	Webinar	16	3,200	Leadership/ Management	
June 10-11	Public Service Ethics and Accountability – DepEd SDO Baguio	Face-to-Face /Onsite	16	Agency Request	Foundation	
June 17-20	Supervisory Development Course Track 1 – PLGU Apayao	Face-to-Face /Onsite	32	Agency Request	Leadership/ Management	
June 23-27	Supervisory Development Course Tracks 2&3 – Ifugao State University	Face-to-Face /Onsite	40	Agency Request	Leadership/ Management	
June 25-26	Leave Administration Course for Effectiveness	Webinar	16	3,200	Technical	
July 14-18	Supervisory Development Course Tracks 2&3 – PLGU Apayao	Face-to-Face	40	Agency Request	Leadership/ Management	
July 16-17	Write-shop on Packaging Award- Winning Nomination Entries	Face-to-face Venue: CSC CAR L&D Center, Baguio City	16	4,400	Foundation	
July 22-25	Supervisory Development Course(SDC) Track 1	Webinar	32	6,400	Leadership/ Management	

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	July 29	Orientation on the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713)	Webinar	2	FREE	Foundation
	July 30-31	Coaching and Mentoring for Organizational Excellence	Webinar	16	3,200	Leadership/ Management
	August 5-8	Supervisory Development Course (SDC) Track 1	Face-to-face Venue: Bangued, Abra	32	8,800	Leadership/ Management
	August 13-14	Supervisory Development Program (SDP) Module 2: Aligning Organizations and People	Webinar	16	3,200	Leadership/ Management
	August 19	Leadership and Power: The Art of Building and Using Authority Responsibly	Webinar	4	800	Leadership/ Management
	August 21	2025 Local Executive Forum	Webinar	8	1600	Leadership/ Management
	August 27-28	Seminar on the Rules on Administrative Cases in the Civil Service (RACCS)	Webinar	16	3,200	Technical
	Sept. 11	Emotional Intelligence in Public Service: Enhancing Leadership and Service Excellence	Webinar	8	1,600	Leadership/ Management
	Sept. 18	Course on Strategic HRM and Organization Development	Webinar	8	1,600	Leadership/ Management
4 th Quarter	Oct. 2	Honing Agile Civil Servants through Digital Literacy	Webinar	8	1,600	Technical
	Oct. 20-24	Supervisory Development Course Tracks 2 and 3	Webinar	40	8,000	Leadership/ Management
	Nov. 5	Public Service Values Program	Webinar	8	1,600	Leadership/ Management
	Nov. 11-12	Regional Conference of Human Resource Management Practitioners in CAR	Face-to-face Venue: To be Announced	16	7,000	Leadership/ Management
	Nov. 25-26	Public Sector Unionism (PSU) Convention	Face-to-face	16	4,400	Leadership/ Management
	Dec. 9	Understanding the Safe Spaces Act	Webinar (Free)	2	FREE	Foundation
DLP on RA 6713	Jan. – Dec.	Distance Learning Program on RA 6713	Modular/ Online Distance Learning	40	Php1,200	Foundation
<p>The DLP on RA 6713 is a six-week, self-paced program that provides the learner with basic knowledge on the norms of conduct and other pertinent provisions of RA 6713 through modular/ online distance learning modality. Upon completion of the course modules/requirements in six (6) weeks, the learner shall be conferred a training certificate equivalent to 40 foundation training hours. The DLP may be availed of at the at the CSC CAR Regional Office and its Field Offices. The DLP registration form can be downloaded from this link: https://rb.gy/uq8a91.</p>						

<https://bit.ly/csc-car-LnD>

REGISTRATION:

Interested participants to the CSC CAR L&D program/courses may register through this URL link: <https://bit.ly/csc-car-LnD> or submit an accomplished L&D confirmation form to the CSC CAR at hrdcsc14@gmail.com. The confirmation form may be downloaded from <https://rb.gy/f1aexw>. Only limited slots are available; hence, registration will be on a first-come-first- served basis.

For inquiries and more details, contact the CSC CAR HRD through (074) 443-5982 or email us at hrdcsc14@gmail.com.

The CSC CAR may also conduct the following as an 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 (ORAOHRA)
- c. Onboarding New Entrants (ONE) for Public Service
- d. Public Service Values Program
- e. Basic Customer Service Skills Training (BCSST)
- f. Supervisory Development Course (SDC)
- g. Supervisory Development Programs (SDP)
- h. Public Service Ethics and Accountability (PSEA)

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. Participants may register to their chosen L&D programs/courses online via the link provided in the L&D calendar. They may also submit a completed L&D Confirmation Form duly endorsed or approved by the Head of Agency or an authorized representative and send to the HRD email at hrdcsc14@gmail.com. The L&D confirmation form may be downloaded from this link: <https://rb.gy/f1aexw>.
- b. Pay the corresponding L&D Fee at the CSC CAR Regional Office (RO) or at any CSC CAR Field Office (FO) near you. An Official Receipt will be issued by the RO or FO where payment was made.

You may also pay through bank deposit, fund transfer or LDDAP-ADA to the CSC CAR with the following bank details:

Bank	:	Land Bank of the Philippines
Branch	:	Baguio City
Account Name	:	Civil Service Commission CAR
Account Number	:	0222-0036-36

The CSC CAR Regional Office (RO) through the Human Resource Division (HRD) will issue the corresponding OR for uploaded/emailed proofs of bank deposit, fund transfer and LDDAP-ADA payments. A scanned copy of the OR will be sent to your registered email address. The original copy of the Official Receipt may be claimed or picked-up at the CSC CAR Regional Office.

**Payment through credit card, GCash and PayMaya are not accepted.*

PRIME-HRM Bronze Awardees are entitled to 20% discount for the HRM Office Head or one (1) agency representative.

- c. A "payment-first" policy will be implemented for participants from the private sector and regions outside CAR. Payment must be completed at least three (3) days before the program; otherwise, their registration will be cancelled.

Email the proof of payment to the HRD at hrdcsc14@gmail.com.

Accepted proofs of payment are the following: Official Receipt issued by the CSC CAR Regional Office or Field Office, bank deposit slip, proof of fund transfer, or bank validated LDDAP-ADA. In uploading your proof of payment, kindly follow this format for the file name: Last name, First Name_Agency (e.g. dela Cruz, Juana_CSC CAR)

For bulk payment (payment for more than 1 participant), please include a list of participants and the name of the agency and the L&D course to be attached to the proof of payment.

- d. Advisory for the details of the training will be sent to participants through the email address provided in the registration form at least two (2) days before the scheduled conduct of the training.
- e. Issuance of Certificate of Completion shall be made only upon full payment of the L&D Registration Fee and completion of all training requirements.

Note: *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.*



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	M.I	Last Name	Position/ Designation	Age	Sex	Email Address	Contact No.	PWD Y/N	Solo Parent Y/N	Indigenous People Group (e.g ibaloi, kankana-ey, tuwali etc.)	Sector (e.g NGA, LGU, Private, Etc.)	Nature of Appointment(e.g Permanent, Casual, etc.)
1													

(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 confirms their 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.

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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): _____

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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 443-5982. Thank you.

Bawat Kawani, Lingkod Bayani

116 Wagner Rd., Military Cut-Off, Baguio City/(074)-443-5982/hrdcsc14@gmail.com



Civil Service Commission Cordillera Administrative Region

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);

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. 09626175995 landline: (074)-443-5982.


FERNANDO O. MENDOZA
Director IV

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