CSC

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 : **2019 CSC-CAR Learning and Development Programs**

The Civil Service Commission-Cordillera Administrative Region, announces its **2019 Learning and Development (L&D) programs** including specific programs which may be conducted upon request of agencies for in-house programs.

The L&D courses aim to provide a continuing program to develop government employees in their current jobs and prepare them for future higher roles and responsibilities. The training programs are categorized, as follows:

* Foundation Programs
* HRM Professional Development Programs
* Leadership Development Programs

Relative thereto, please submit your list of participants using the attached form to the CSC-CAR Human Resource Division (HRD) through fax number (074)-443-9282, or email it to hrdcsc14@yahoo.com. Training fees per program shall be announced later as soon as it is determined based on existing policies and rates. Moreover, scheduled training programs may be postponed or cancelled if the minimum number of confirmed participants is less than thirty-five (35).

Confirmation of attendance to the scheduled training programs shall not be later than two (2) weeks before the scheduled date. Confirmed participants shall be informed of the training venue and in case of cancellation or postponement. For further inquiries you may call HRD at telephone 074-443-5981or 0908-885-1425.

Likewise, attached are our training package options for your referral in availing of our various training programs.

Thank you for partnering with us in developing high performing, competent and credible civil servants towards excellent public service delivery.

**ATTY. MARILYN E. TALDO**
Director IV

January 21, 2019

Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet

January 28, 2019

To: **Schools Division Superintendents**
All Divisions

For information and dissemination.
Please see attached for the details.

MAY B. ECLAR, Ph.D., CESO V
Regional Director

Tracking Number:

Bawat Kawani, Lingkod Bayani

116 Wagner Rd., Military Cut-Off, Baguio City 2600   (074) 443-5981/443-5982   rocar@csc.gov.ph/cscro14@yahoo.com   www.csc.gov.ph

2019 CSC-CAR TRAINING CALENDAR

► HRM Professional Development Programs

Leave Administration Course for Effectiveness (LACE)
February 12-13, 2019

2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)
March 12-13, 2019

PRIME-HRM Training on Learning &Development
March 18-20, 2019

PRIME-HRM Training on Performance Management System
March 21-22, 2019

Training on Appointment Process and Rules on Other Human Resource Actions (highlighting the provisions of the 2017 ORAOHRA, revised July 2018)
March 28-29, 2019

Training on Disaster Risk Reduction and Management
April 3-5, 2019

Basic Trainer's Training for HRMPs
May 6-10, 2019

PRIME – HRM on Recruitment and Selection Process and on Rewards and Recognition
May 14-16, 2019

Training on Recruitment, Selection & Placement for HRM Practitioners and PSB Members
For National Government Agencies - June 26-27, 2019
For Local Government Agencies   - July 23-24,2019

18th Regional Conference of HRMPs
November 27-28, 2019

► Foundation Programs

Values Orientation Workshop (VOW)
August 14-16, 2019
Nov 5-7, 2019

Basic Customer Service Skills Training (BCSST)
August 28-29, 2019

Gender Sensitivity Seminar (GSS)
June 14, 2019
November 12, 2019

Public Service Values Program (PSVP)
For Officials/Supervisors (1 day)
For Rank and File Employees (1day)
Open Schedule for Agency Request : June 27-28,2019
                                                        Oct 24-25, 2019

Orientation for New Employees (ONE)
July 18, 2019

► Leadership Development Programs

Local Government Executive Forum (LGEF)
July 30-31, 2019
August 6-7, 2019

Supervisory Development Program (SDP)
MODULE 1 - April 11-12, 2019
                    April 23-24, 2019
MODULE 2 - May 21-22, 2019
                    Oct ober 7-8, 2019
MODULE 3 - May 23-24, 2019
                    October 17—18, 2019
MODULE 4 - June 18-19, 2019
                    October 21-22, 2019
MODULE 5 - June 20-21, 2019
                    October 29 –30, 2019

TRAINING PROGRAMS AVAILABLE PER AGENCY REQUEST

- Honing Effective and Responsive Officers Towards Excellent Service (HEROES) - for New Entrants (2 days)
- Public Service Ethics and Accountability (PSEA) (2 days)
- Supervisory Development Course Tracks 1 (4 days)
- Supervisory Development Course Tracks, 2 & 3 (5 days)
- Basic Customer Service Skills Training (2 days)
- Values Orientation Workshop (3 days)

CIVIL SERVICE COMMISSION
Cordillera Administrative Region
116 Wagner Road, Military Cut-off,
Baguio City

Phone: 074-443-5991
Fax: 074-443-9282
E-mail: cscro14@yahoo.com
            hrdcsc14@yahoo.com
www.csccar.wordpress.com
Facebook: www.facebook.com/CSCCAR-IRD

CSC-CAR TRAINING PACKAGES
CY 2019

TRAINING PACKAGE 1 (DIRECT TRAINING)	TRAINING PACKAGE 2 (ON SITE)	TRAINING PACKAGE 3 (NEGOTIATED)
CSC delivers training in full package from design to administration of training program as stated below: **CSC shall provide:** • Participant's kits/handouts, workshop supplies, certificates and materials required. • Training venue with facilities and equipment needed. • Honoraria and travelling expenses of resource persons and training staff. • Food, which includes lunch and 2 snacks per day to participants, resource person and training staff. **The Agency shall:** • Nominate and authorize attendance on official business of employees to the particular training program. • Pay the CSC-CAR training fee of the employee as specified in the training calendar.	An agency in-house training with shared responsibilities between the CSC and the requesting agency conducted at the agency's chosen venue. **CSC shall provide:** • Participant's kits/handouts, workshop supplies, certificates and other training materials required. • Honoraria of resource persons; Support staff/facilitator. **The Agency shall:** • Provide training venue with workshop facilities; • Provide meals, snacks and accommodation of participants, resource person and facilitator if outside Baguio City (beyond 50 km. radius); • Designate support staff; • Pay the CSC-CAR the amount of **Php 30,000.00** per day per class per batch with a maximum of 35 participants. In excess of 35 participants, an additional charge of Php 1000.00 per participant per day shall be shouldered by the requesting agency. • Pay the travel expenses of resource persons and training staff (beyond 50 km. radius).	Agency in-house training in coordination with the CSC-CAR. **CSC shall provide:** • Resource persons for the duration of the program. • Training materials for reproduction by the requesting agency and to be given to the participants . • Training certificates of the participants. • Honoraria of resource persons; Support staff/facilitator. **The agency shall:** • Provide meals and snacks for the participants, resource person including accommodation, if outside Baguio City. • Shoulder the travel expenses of resource persons (beyond 50 km radius). • Designate support staff. • Provide kit/reproduce the prototype training materials for the participants. • Pay the CSC-CAR a program management fee of Php **15,000.00** per day (except for Leadership Programs) with a maximum of 35 participants. In excess of 35 participants, an additional charge of Php 1000.00 per participant per day shall be shouldered by the requesting agency.

CONFIRMATION SLIP

Title of Training:_____

Date :_____

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

No.	Family Name	Middle Initial	Last Name	Position / Designation	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: hrdcsc14@yahoo.com.