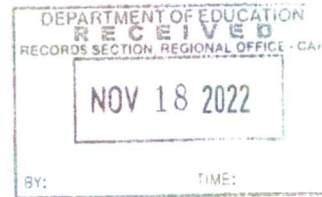




Civil Service Commission Cordillera Administrative Region

16 November 2022

DIR. ESTELA L. CARIÑO
Regional Director
Department of Education-CAR
Wangal, La Trinidad, Benguet



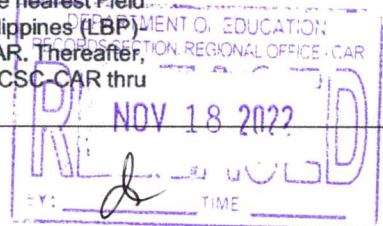
Dear Director Cariño:

The Civil Service Commission Cordillera Administrative Region is inviting agency heads, officers and members of the agency/LGU Committee on Office Decorum and Investigation (CODI), administrators, department heads, supervisors, and human resource (HR) practitioners to attend the face-to-face one-day "Seminar-Workshop on the Rules and Procedures in Handling Sexual Harassment (SH) Cases and Orientation on Anti-SH Laws and Policies" to be held on 7 December 2022, 8:00 A.M. to 5:00 P.M. at the CSC CAR Learning and Development Center, No. 116 Wagner Road, Military Cut-Off, Baguio city.

Aligned with the government's campaign to end all forms of violence in public spaces and in the workplace, the seminar will focus on the strategic roles of agency heads, local chief executives, supervisors, and HR practitioners in helping eliminate gender-based sexual harassment in the workplace and public spaces; strengthening the agency CODI which serves as an independent internal mechanism to investigate and address complaints of sexual harassment; and maintaining a safe working environment and gender-responsive organization. The recent jurisprudence, policy updates, and reportorial requirements for agency CODI will also be discussed during the seminar.

Interested government officials and employees may view more details about the Seminar-Workshop and register online via the CSC CAR website at cscscar.wordpress.com, or the CSC CAR Facebook Page at facebook.com/csccordillera. For any questions/clarifications or concerns regarding the seminar, they may also coordinate with Atty. Michael Jan B. Ostrea thru our Office landline phone at (074) 443-5982 or Mobile Contact No. 0908-885-1424. Participants are advised to register thru this link: https://forms.gle/FQGz5HzCTB6r9wEs5 or accomplish and submit the attached Confirmation Slip to CSC CAR thru our email address at paldcsaro14@gmail.com.

We will be accommodating only ninety (90) participants; hence, admission to the seminar-workshop is on a "first-come, first-served" basis. To confirm attendance and to avoid cancellation of registration, participants need to settle the registration fee of Php1,700.00 per participant on or before 5 December 2022. They may pay at the CSC CAR Regional Office or the nearest Field Office, or they may opt to deposit directly to the CSC CAR's Land Bank of the Philippines (LBP) Baguio Account No. 0222-0036-36 in the name of the Civil Service Commission CAR. Thereafter, they should electronically send the copy of the deposit slip/proof of payment to the CSC CAR thru paldcsaro14@gmail.com.



Thank you for

Very truly yours

NERISSA B.
Director IV

PALD/NBC/abrn



November 18, 2022

To: Schools Division Superintendents
All Others Concerned

For information, guidance, and immediate dissemination.

ESTELA P. LEON- CARIÑO EdD, CESO III
Director IV/ Regional Director

For the Regional Director:

FLORANTE E. VERGARA
Director III/ Assistant Regional Director

ADMIN/MAB/gaa/arf



Civil Service Commission Cordillera Administrative Region

16 November 2022

DIR. ESTELA L. CARIÑO
Regional Director
Department of Education-CAR
Wangal, La Trinidad, Benguet



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Thank you for your usual support to the learning and development programs of the Commission.

Very truly yours,


NERISSA B. CANGUILAN
Director IV

PALD/NBC/abm



Civil Service Commission Cordillera Administrative Region

**LEARNING AND DEVELOPMENT
Confirmation Slip**

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.

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 Public Assistance and Liaison Division (PALD) three days prior to the start of the L&D program.

Name and Signature of Head of Agency

Name of Agency

Contact No. and Official Email Address of the Agency

**This confirmation slip should be received by PALD, CSC CAR not later than 2 days before the scheduled L&D program/course. Please email this form to paldcscro14@gmail.com. For queries or assistance, please contact us at 09088851425. Thank you.*