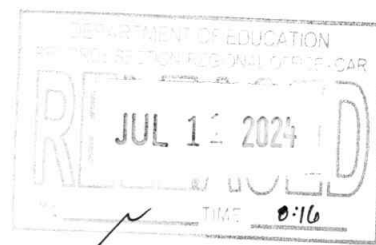




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



09 July 2024

REGIONAL MEMORANDUM

No. 454.2024

CIVIL SERVICE COMMISSION – CORDILLERA ADMINISTRATIVE REGION (CSC-CAR) SECOND SEMESTER LEARNING AND DEVELOPMENT CALENDAR

To: Schools Division Superintendents
All Other Concerned

1. Relative to the Announcement received from Civil Service Commission Cordillera Administrative Region re: CSC-CAR Learning and Development Calendar for July to December 2024, this office encourages Schools Division Offices to participate in the said training activities.
2. The Civil Service Commission Cordillera Administrative Region (CSC-CAR) announces the conduct of the Learning and Development (L & D) programs scheduled for July to December 2024.
3. The L & D aims 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://forms.gle/kWoHdKNvFjaJ7hC59> or by submitting an accomplished confirmation form to CSC CAR at hrcsc14@gmail.com. The confirmation form may be downloaded from this link: <https://rb.gy/flaexw>.
4. Confirmation of participants shall be on a first come-first served basis. The deadline for confirmation of attendance is at least three (3) days before the scheduled L&D program. Only participants who have paid the L&D fee before the conduct of the L&D Program shall be considered registered participants. Likewise, the scheduled training programs may be postponed or cancelled if the number of confirmed participants is less than the targeted number.
5. L&D Fee indicated per program shall be collected from each participant to defray, among other, the cost of subscription for digital learning, L&D materials, utilities, communication, administrative costs and honoraria of Subject Matter Experts and Co-Facilitators.
6. Attached are the following for your reference:
 - (a.) Enclosure 1: Learning and Development Calendar (July to December 2024)
 - (b.) Enclosure 2: Confirmation Form
 - (c.) Enclosure 3: CSC CAR Training Packages



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

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7. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or through the email address at car.neapr@deped.gov.ph.
8. Immediate and widest dissemination of this Memorandum is directed.

For the Assistant Regional Director:

MAKSIM A. BOTILAS
Chief Administrative Officer
Officer-In-Charge

hrdd-neapr/RCA/esf/CSCCAR



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(Enclosure 1 to RM No. 454-2024)

Cordillera Administrative Region

LEARNING AND DEVELOPMENT CALENDAR July to December 2024

| DATE | PROGRAM/ COURSE TITLE | Learning Modality | Training Hours | L&D Fee | Curriculum Area | |
|-------------|---|-----------------------------------|-------------------|----------------------------------|---------------------------|---|
| July 23 | Public Service Values Program | Webinar | 8 | Php1,600 | Leadership/ Management | https://bit.ly/csc-car-2024-Registration |
| July 24-25 | Orientation on the Omnibus Rules on Appointment and Other Human Resource Actions | Webinar | 16 | Php3,200 | Technical | http://bit.ly/oraohr-a-july-2024 |
| Aug. 6-9 | Supervisory Development Course Track 1 | Webinar | 32 | Php6,400 | Leadership/ Management | http://bit.ly/SDC-T1-August-2024 |
| Aug. 14-15 | Seminar on Competency Based RSP System | Webinar | 16 | Php3,200 | Technical | http://bit.ly/comp-rsp-aug-2024 |
| Aug 22-23 | Financial Education Program for Civil Servants | Webinar | 16 | Php3,200 | Technical | http://bit.ly/comp-rsp-aug-2024 |
| Sept. 10-11 | PRIME-HRM Summit | Webinar | 16 | Php3,200 | Technical | http://bit.ly/prime-hrm-sept-2024 |
| Sept. 24 | Emotional Intelligence in Public Service: Enhancing Leadership and Service Excellence | Webinar | 8 | Php1,600 | Leadership/ Management | http://bit.ly/mis-ehs-sept-2024 |
| Oct. 3 | Gender Sensitivity Training (GST) and SOGIESC | Webinar | 8 | Php1,600 | Technical | http://bit.ly/gst-sen-oct-2024 |
| Oct. 15 | Honing Agile Civil Servants through Digital Literacy | Webinar | 8 | Php1,600 | Technical | http://bit.ly/honing-oct-2024 |
| Oct. 21-25 | Supervisory Development Course Tracks 2 and 3 | Webinar | 40 | Php8,000 | Leadership/ Management | http://bit.ly/sdc-t23-oct-2024 |
| Nov. 20-21 | Regional Conference of HRMPs in CAR | Face-to-face | 16 | To be announced (in Baguio City) | Leadership/ Management | http://bit.ly/rchemp-nov-2024 |
| Jan. - Dec. | Distance Learning Program on RA 6713 | Modular/ Online Distance Learning | 40 | Php1,200 | Foundation | |

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.gov/va8a91>.

REGISTRATION:

Interested participants to the CSC CAR L&D program/courses may register through this URL link: <https://forms.gle/kWoidKNvFiaJ7hC59> or submit an accomplished L&D confirmation form to the CSC CAR at hrdcsc4@gmail.com. The confirmation form may be downloaded from <https://rb.gov/f1aexv>. 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)443-9282 or email us at hrdcsc4@gmail.com.



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 Telephone No: (074) 422 – 1318
 Email Address: car@deped.gov.ph
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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 (ORAOHRA)
- c. Onboarding New Entrants (ONE) for Public Service
- d. Public Service Values Program
- 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.
- 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 is not accepted.

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

- c. Register online to the L&D Course and upload proof of payment through this URL link: <https://forms.gle/kWoHdKNvFjaJ7hC59>. You may also opt to submit an accomplished confirmation form which may be downloaded through <https://rb.gy/f1aexw> and email with attached 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_BCSST)

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.*



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(Enclosure 2 to RM No 454.2024)



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-oy, Iwaili 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.

.....
 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 hrdscs14@gmail.com. For queries or assistance, please contact us at 443-5982. Thank you.



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(Enclosure 3 to RM No 454.)2024

Republic of the Philippines
 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. 09088851425; landline: 074-443-5982.*



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