



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**  
No. 102, s. 2022

**February 21, 2022**

**ATTENDANCE IN VARIOUS PROFESSIONAL DEVELOPMENT PROGRAMS FOR  
THE SDO PERSONNEL AND SCHOOL-BASED NON-TEACHING PERSONNEL**

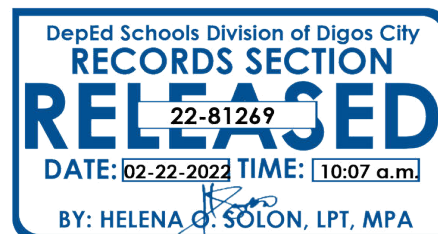
To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Public School Heads  
Concerned SDO Personnel  
Concerned School-Based Non-Teaching Personnel

1. This is in reference to Regional Memorandum dated January 19, 2022, signed by Allan G. Farnazo, Director IV, re: Civil Service Commission RO XI FY 2022 1<sup>st</sup> Semester Workplace Learning Program.
2. You are hereby directed to attend in the various specified programs as indicated in the attached list of participants for ready reference.
3. The registration fees of the participants are charged to 2022 GAA-HRD Funds and OPDNTF Funds. Both funds are subject to the usual accounting and auditing rules and regulations.
4. The participants are advised to register online thru this link [https://bit.ly/2022CSC11\\_TC1](https://bit.ly/2022CSC11_TC1).
5. For information, dissemination, and compliance.

For and in the absence of the SDS:

**BASILIO P. MANA-AY, JR. Ed.D**  
Assistant Schools Division Superintendent  
Officer-In-Charge 02/21/2022

*Basilio P. Mana-Ay, Jr.* *Alcedare*



**LIST OF PARTICIPANTS**

<b>LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)</b>	<b>OMNIBUS RULES ON APPOINTMENT &amp; OTHER HUMAN RESOURCE ACTIONS, REVISED 2018(ORAOHRA)</b>	<b>BASIC CUSTOMER SERVICE SKILLS (BCSS)</b>
March 22-25, 2022, 8:00-12:00 4 Sessions	April 4-8 & 11, 2022, 1:00-5:00 6 Sessions	April 18-21, 2022, 1:00-5:00 4 Sessions
1. MYHRRRA FAYE LL. BONTIA	1. BASILIO P. MANA-AY, JR.	1. GWEN MARA ESCANER
2. MARY ANN DEVALGUE	2. SOLLIE B. OLIVER	2. RUBY ARRIATE
3. DAYNIEBETH CABARDO	3. BEVERLY S. DAUGDAUG	3. ETHEL CALVA
4. JONA MOILEREEEN NAHINE	4. FRANCIS JUDE D. ALCOMENDRAS	4. GISELLE GONZALES
5. SHARON ANN IYOG	5. NORELIZA A. MISAL	5. DAYNIE BETH CABARDO
6. GUY MARA-ASIN	6. RAFAEL III R. MEDIODIA	6. MARIEFLOR IBAÑEZ
7. MARIA LEONORA SALAZAR	7. MYHRRRA FAY LL. BONTIA	7. ADELYN MAYONILA
8. CHRISTY MAXIMARIE ESPACIO	8. RAMEL AYOP	8. APRIL ALCALA
9. MERLYN OBENZA	9. QUMRAN LOYOLA	9. VINCENT ZAMBRA
10. ALJUN JAY LOMA	10. GERALDINE RANARA	10. HELENA SOLON
	11. ALNIE FE YMALAY	11. EVANGELINE MARATA
	12. MARK CASTAÑARES	12. JUVY CARDINES
	13. CLAIRE MARRIZ MORAL	13. SHEENA ASARAK
	14. JUVY A. CARDINES	14. ETHEL TABALBA
		15. CLAIRE MARRIZ MORAL
		16. ROSETER ALCAIDE
		17. INA ABEGAIL DURAN
		18. NORBELITH DIAMANTE
		19. JANICE BARITUA
		20. JOHN PAUL CAMINGAWAN
		21. SHIELA SAYSON
		22. IVY ROSE RABI
		23. ARVIN DIACOSTA
		24. RAMEL BACANTE
		25. MANNE JAMES ORTIZ

<b>BASIC SUPERVISORY DEVELOPMENT COURSE (BSDC)</b>
May 10-13, 2022, 8:00-12:00 4 Sessions
1. JEM BOY CABRELLA
2. CHERRY ROSSETTE OLIVA
3. PATRIOTISO PEÑAS
4. HELEN CASIMIRO
5. JESSICA LUCERO
6. ELY CATALUÑA
7. NEIL BONGCAYAO
8. IDA JUEZAN
9. MARY JOY FORTUN
10. FERNA RENIRA ALDE

<b>FINANCIAL REQUIREMENTS</b>						
<b>Learning Service Provider</b>	<b>Titles</b>	<b>Dates (Region Advisory and Invitation)</b>	<b>Participants</b>	<b>Number of Proposed Participants</b>	<b>Registration per Participant</b>	<b>Product</b>
<b>Civil Service Commission</b>	<b>ATTENDANCE IN BASIC COSTUMER SERVICE SKILLS (BCSS)</b>	APRIL 18-21, 2022	SDO PERSONNEL AND SCHOOL-BASED NTP	25	2,000.00	50,000.00
	<b>ATTENDANCE TO BASIC SUPERVISORY DEVELOPMENT COURSE (BSDC)</b>	MAY 10-13, 2022	10 SUPERVISORS	10	2,000.00	20,000.00
	<b>ATTENDANCE TO OMNIBUS RULES ON APPOINTMENT &amp; OTHER HUMAN RESOURCE ACTIONS, REVISED 2018(ORAOHRA)</b>	APRIL 4-8 & 11, 2022	SDO PERSONNEL	12	3,000.00	36,000.00
	<b>ATTENDANCE TO LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)</b>	MARCH 22-25, 2022	SDO PERSONNEL	10	2,000.00	20,000.00
<b>TOTAL</b>						<b>126,000.00</b>



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

MEMORANDUM

To : Schools Division Superintendents / OIC-SDSs

Subject: CIVIL SERVICE COMMISSION R.O. XI FY 2022  
1<sup>ST</sup> SEMESTER WORKPLACE LEARNING PROGRAM

Date : January 19, 2022

In adherence to the attached 2022 1<sup>st</sup> Semester Workplace Learning Program from the Civil Service Commission (CSC) Regional Office XI, this Regional Office hereby extends to the Schools Division Offices the invitation for participants from the above-stated oversight government agency and partner.

Attached is the list of online training titles, training rates, schedules, and online registration process for the different learning and development programs offered by CSC RO XI.

For information and guidance.

ALLAN G. FARNAZO  
Director IV

Enclosed: As Stated

RO-13/PS/pp

DEPARTMENT OF EDUCATION RO XI  
RECORDS SECTION  
RELEASED

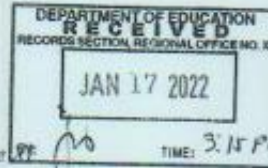
Date: 01/19/22  
Place: 0119-0118



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147



Accreditation Number: 0219-0211



Civil Service Commission Regional Office

## 2022 1<sup>ST</sup> SEMESTER WORKPLACE LEARNING PROGRAM

**Basic Supervisory Development Course (BSDC)** - Aims to help supervisors examine enormous resources available in managing employees and measure ways of attaining results

**Supervisory Development Course (SDC)**: Aims to recognize potential stressors and learn to convert/transform such into opportunity for success; Concretize the difference between the supervisor's responsibilities and the non-management staff and, redefine power and leadership within the context of participatory management and empowered organization.

**Leave Administration Course for Effectiveness (LACE)**: Aims to discuss the rationale of leave benefits for government employees; Enumerate the kinds of leave and its legal bases; Compute accurately the leave benefits of public servants; and Conduct an echo training course on leave administration in their respective offices

**Seminar on Administrative Justice (SOAJ)**: Aims to inform and educate on the revisions of the 2017 Rules on Administrative Cases; and, Explain and analyze recent SC Decisions and CSC Decisions/Resolutions in applying the provisions of the RACCS. The topics about legal writing and mock trial were included so that participants will be able to have a first-hand experience in writing legal

documents and how trial is being conducted.

**Pre-retirement Counselling Seminar (PRCS)**: Aims to understand, and be familiar with, the existing laws, issuances, requirement and procedures affecting retirement; To find ways to remain productive members of the society; and, Enhance and promote a positive outlook on the life after retirement.

**Alay sa Bayan (ALAB)**: Aims to share one's personal history, strengths, potentials and resources and how can these be harnessed in service to the nation; Discuss how one's personal vision and orientation in life/work can be integrated within a national vision; Illustrate a deep sense of belonging among new government entrants by making an individual personal commitment to give one's best in work; and Formulate a six-month action plan based on the values identified as necessary for effectiveness and efficiency.

**Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)**: Aims to equip the Human Resource practitioners and members of HRMPSB with knowledge, skills, attitude and tools necessary for them to become proficient in the performance of their functions.

**Local Governance Forum (LGF)** : This course is exclusively offered to all local elective officials, department heads, and human resource practitioners to be able to enhance the knowledge on the four Rs of human resource management, specifically Recruitment, Retention, Rewards and Recognition, and Retirement, as well as the emerging trends on local governance and its alignment to various HR initiatives and Organizational Development.

**Public Service Ethics and Accountability (PSEA)**: Aims to understand the principles, policies and program on public personnel administration; and to appreciate the ethical and accountability implications.

**Values Orientation Workshop (VOW)**: To clarify one's long-existing values; Aims to express commitment to chosen values; and, To formulate an action plan in support for the commitments made.

**Gender Sensitivity Training (GST)**: aims to personalize the issues of gender and development; Enhance and/or strengthen gender awareness and capacities; and, Affirm continuous personal development in gender and development.

**Building an Effective Work Team (BEWT)**: aims to understand the role, tasks and responsibilities of employees as members of the organization and to appreciate and accept the differences of team members as important ingredient for success.

**Workplace Learning Program on Strategic Performance Management Systems**

**(SPMS)**: aims to concretize the link of organizational performance with the Philippine Development Plan, the Agency Strategic Plan, and the Organizational Performance Indicator Framework; Link performance management with other HR systems and ensure adherence to the principle of performance-based tenure and incentive system.

**Basic Customer Service Skills (BCSS)**: aims to cultivate positive work attitude particularly the value of courtesy in the delivery of prompt and adequate services to the public.

**Workplace Engagement Competency Profiling (WECP)**: aims to implement a competency-based human resource by establishing a competency profile for every position.

**Strategic Talent Acquisition on Recruitment (STAR)**: aims to understand the application of Behavioral Event Interview (BEI) in recruitment and selection work;

## RATE OF L&D PROGRAMS

Title of L&D Program	Training Fee	Duration
Supervisory Development Course Track 1 (SDC 1)	Php 5,000.00/pax	10 sessions
Supervisory Development Course Track 2 (SDC 2)	Php 5,000.00/pax	10 sessions
2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (ORAOHRA)	Php 3,000.00/pax	6 sessions
Pre-Retirement Counselling Seminar (PRCS)	Php 3,000.00/pax	6 sessions
Alay sa Bayan (ALAB)	Php 3,000.00/pax	6 sessions
Values Orientation Workshop (VOW)	Php 3,000.00/pax	6 sessions
Seminar on Administrative Justice (SOAJ)	Php 3,000.00/pax	6 sessions
Basic Customer Service Skills (BCSS)	Php 2,000.00/pax	4 sessions
Basic Supervisory Development Course (BSDC)	Php 2,000.00/pax	4 sessions
Leave Administration Course for Effectiveness (LACE)	Php 2,000.00/pax	4 sessions
Public Service Ethics and Accountability (PSEA)	Php 2,000.00/pax	4 sessions
Strategic Talent Acquisition on Recruitment (STAR)	Php 2,000.00/pax	4 sessions
Workplace Engagement Competency Profiling (WECP)	Php 2,000.00/pax	4 sessions
Gender Sensitivity Training (GST)	Php 1,000.00/pax	2 sessions

### Agency Requested L&D Programs

<i>Title of L&amp;D Program</i>	<i>Training Fee</i>	<i>Duration (half day per session)</i>
Alay sa Bayan (ALAB)	Php 500.00/session/pax	6 sessions
Values Orientation Workshop (VOW)	Php 500.00/session/pax	6 sessions
Building an Effective Work Team (BEWT)	Php 500.00/session/pax	4 sessions
Public Service Ethics and Accountability (PSEA)	Php 500.00/session/pax	4 sessions
Local Governance Forum (LGF)	Php 50,000.00/batch (maximum of 35 pax)	4 sessions
Gender Sensitivity Training (GST)	Php 500.00/session/pax	2 sessions
2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), as amended	Php 500.00/session/pax	6 sessions
Teachers Enhancement Seminar for Transformation (TEST)	Php 3000.00/pax	4 sessions
Basic Customer Service Skills (BCSS)	Php 500.00/session/pax	4 sessions
Workplace Learning Program on Strategic Performance Management Systems (SPMS)	Php 8,500.00 per day	2 sessions
Orientation on PRIME-HRM	Php 8,500.00 per day	2 sessions

For other online programs such as WECP, STAR, PSVP, LACE, SOAJ, SDC T1, and, SDC T2 – Php 500.00/session per participant





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## **L&D Policy for Programs Requested by Agency**

1. *Request for the conduct of an online workplace learning program (WLP) shall be in writing and submitted at least **one (1) month** before the scheduled date.*
2. *Requests for resource speaker services or technical assistance shall be in writing and submitted at least **one (1) month** before the scheduled date, subject to availability of Resource Speakers.*
3. *All requests for online WLP and resource speaker services shall be approved by the Regional Director/Assistant Regional Director.*
4. *No honorarium shall be provided to the Resource Speakers if the services requested is purely **technical assistance**.*
5. *The **minimum** number of participants per online WLP per batch is **THIRTY FIVE (35)**.*
6. *In the event, however, if the minimum number of participants is less than thirty-five (35), and the requesting agency still opted to continue with the conduct of the online WLP, the same may be allowed **but the requesting agency shall pay the honorarium of the Resource Speakers**.*

## SCHEDULE OF L&D PROGRAMS

Title of Learning and Development Program	Date	Schedule
Workplace Engagement Competency Profiling (WECP)	February 21-24, 2022	(4 sessions / 1PM-5PM)
Supervisory Development Course Track 1 (SDC 1)	February 21-24, 28 & March 1-4, 7 2022	(10 sessions / 8AM-12NN)
Basic Supervisory Development Course (BSDC)	February 8-11, 2022	(4 sessions / 8AM-12NN)
Public Service Ethics and Accountability (PSEA)	March 8-11, 2022	(4 sessions / 8AM-12NN)
Alay sa Bayan (ALAB)	March 7-11 & 14, 2022	(6 sessions / 1PM-5PM)
Seminar on Administrative Justice (SOAJ)	March 21-25 & 28, 2022	(6 sessions / 1PM-5PM)
Leave Administration Course for Effectiveness (LACE)	March 22-25, 2022	(4 sessions / 8AM-12NN)
Pre-Retirement Counselling Seminar (PRCS)	April 1, 4-8, 2022	(6 sessions / 8AM-12NN)
Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (ORAOHRA)	April 4-8 & 11, 2022	(6 sessions / 1PM-5PM)
Basic Customer Service Skills (BCSS)	April 18-21, 2022	(4 sessions / 1PM-5PM)
Supervisory Development Course Track 1 (SDC 1)	April 18-22, 25-29, 2022	(10 sessions / 8AM-12NN)
Values Orientation Workshop (VOW)	May 2-6 & 9, 2022	(4 sessions / 1PM-5PM)
Strategic Talent Acquisition on Recruitment (STAR)	May 3-6, 2022	(4 sessions / 8AM-12NN)
Basic Supervisory Development Course (BSDC)	May 10-13, 2022	(4 sessions / 8AM-12NN)
Workplace Engagement Competency Profiling (WECP)	May 10-13, 2022	(4 sessions / 1PM-5PM)
Supervisory Development Course Track 2 (SDC 2)	May 16-20, 23-27, 2022	(10 sessions / 8AM-12NN)
Gender Sensitivity Training (GST)	May 17-18, 2022	(2 sessions / 8AM-12NN)
Public Service Ethics and Accountability (PSEA)	May 17-20, 2022	(4 sessions / 1PM-5PM)
Alay sa Bayan (ALAB)	May 23-27; 30, 2022	(6 sessions / 1PM-5PM)
Seminar on Administrative Justice (SOAJ)	June 1-3; & 6-8, 2022	(6 sessions / 1PM-5PM)
Supervisory Development Course Track 1 (SDC 1)	June 1-3; 6-10; & 13-14, 2022	(10 sessions / 8AM-12NN)



Leave Administration Course for Effectiveness (LACE)	June 14-17, 2022	(4 sessions / 8AM-12NN)
Basic Customer Service Skills (BCSS)	June 14-17, 2022	(4 sessions / 1PM-5PM)
Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (ORAOHRA)	June 20-24; & 27, 2022	(6 sessions / 1PM-5PM)
Supervisory Development Course Track 2 (SDC 2)	June 20-24; 27-30 & July 1, 2022	(10 sessions / 8AM-12NN)

#### **FREQUENTLY ASKED QUESTIONS:**

##### ***How to register to CSC XI's Workplace Learning Programs***

To register:

1. First, access this URL: [https://bit.ly/2022CSC11\\_TC1](https://bit.ly/2022CSC11_TC1)
2. Then, fill out all information needed for the L&D Registration
3. After successful registration, you will receive an email confirming your registration.
4. Send an email to [cscroll@yahoo.com](mailto:cscroll@yahoo.com) copy furnished [roll.hrd@csc.gov.ph](mailto:roll.hrd@csc.gov.ph) with your proof of payment to finalize the registration process.
5. After compliance with the preceding steps, you will receive the webinar link for the L&D program chosen at least two (2) working days before its conduct.

##### ***What to do if the confirmation email is not received?***

If the confirmation email is not received, you may have entered an inactive email address, misspelled email address or you were not able to complete the registration form. Should this be the case, you may email us at [roll.hrd@csc.gov.ph](mailto:roll.hrd@csc.gov.ph)

##### ***What will I do if I want to change information entered in the registration form (e.g. L&D Program selection, change of contact number/email address, cancellation of registration)***

Should you want to make changes on your registration, you may email us at [roll.hrd@csc.gov.ph](mailto:roll.hrd@csc.gov.ph)





