



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2022- 047

To : Neil D. Bongcayao
Public Schools District Supervisor

Tito M. Endrina
Education Program Supervisor

Mishel C. Cadungog
Education Program Supervisor

Subject : **ATTENDANCE IN SUPERVISORY DEVELOPMENT COURSE TRACK 2 (SDC T2)**

Date : October 5, 2022

The Civil Service Commission will conduct Supervisory Development Course Track 2 (SDC T2) on November 3-4, 7-11 & 14-16, 2022 (10 sessions / 8 AM - 12 NN) via online modality. This aims to recognize potential stressors and learn to convert and 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.

The training will use Zoom as its webinar platform. Throughout the entire session, confirmed participants are advised to use appropriate device (preferably laptop, desktop/ personal computer) and must have a stable internet connection (at least 5-10mbps) to ensure uninterrupted attendance to the L&D program.

The training cost is pegged at P8,000.00 which will be charged against 2022 PSF HRTD Funds, subject to the usual accounting and auditing rules and regulations.

Payment of registration fees for participants shall be made through over-the-counter deposit OR through LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE - ADVICE TO DEBIT ACCOUNT (LDDAP-ADA), payable to CIVIL SERVICE COMMISSION (Account Number 0162-0317-32, Land Bank Claveria).

Attached is the registration to this Learning and Development Program.

For information, guidance and compliance.

DepEd Schools Division Office of Digos

RECORDS SECTION

RECEIVED
87188

DATE: 06 OCT 2022 TIME: 12:27 AM

CRISTY C. EPE

Schools Division Superintendent
10/6/22

Enclosed: As stated.
SGOD/rbd



87188



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

DIVISION MEMORANDUM
No. 411, s. 2022

June 28, 2022

**2022 2ND SEMESTER WORKPLACE PROGRAMS AND L&D INTERVENTIONS
FOR HUMAN RESOURCE**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Public School Heads
SDO Personnel
Public School Teachers

1. This is in reference to Regional Memorandum HRDD-2022-025 dated June 23, 2022, signed by Allan G. Farnazo, Director IV, re: 2022 2nd Semester Workplace Programs and L&D Interventions for Human Resource, which will be delivered through online platform via Zoom Meeting.
2. The list of Learning and Development programs offered may be accessed thru this link: <https://bit.ly/CSCTC2>.
3. All other details of the different programs are found in the enclosures for ready reference.
4. For information and dissemination

CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RECEIVED
22-87188
DATE: JUN 29 2022 TIME: 3:41pm
BY:





Republic of the Philippines
Department of Education
 DAVAO REGION

87188
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 RECEIVED
 JUN 23 2022
 TIME: 4:38
 BY: /

Office of the Regional Director

REGIONAL MEMORANDUM
 HRDD-2022-025

To : All Schools Division Superintendents

Subject: 2022 2nd SEMESTER WORKPLACE PROGRAMS AND L & D INTERVENTIONS FOR HUMAN RESOURCE

Date : June 23, 2022

The Human Resource Development Division (HRDD) informs all Schools Division Offices, that the Civil Service Commission, being the central human resource institution of the government and as part of the Commission's mandate to provide appropriate Learning and Development (L&D) Programs for the Second Semester of 2022, which will be delivered through the online platform via Zoom.

The list of Learning and Development (L&D) programs offered may be accessed using this URL: <https://bit.ly/CSCTC2>.

For more information and clarification, you may contact the Human Resource Division of the CSC Office at the telephone number (082) 299-1724; mobile number at 09327369953, or through email at rol1hrd@csc.gov.ph.

Immediate and wide dissemination of this memorandum is desired.

ALLAN G. FARNAZO
 Director IV

DEPARTMENT OF EDUCATION - RO
 RECORDS SECTION
RELEASED

Enclosed: As Stated.

ROH1/rrb

By: /
 Date: 06/24/2022 Time: 4:00 p
 0622 4522



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

ISO 9001:2015 - Certified



June 6, 2022

11 03 2022

V 3 IT

DR. ALLAN G. FARNAZO
Regional Director
Department of Education
F. Torres Street
8000 Davao City

Subject: 2022 2nd Semester Workplace Learning Programs
Reference No. CSCROXTHRD202206061 05

Dear *Dr. Farnazo*:

The Civil Service Commission, being the central human resource institution of the government and as part of the Commission's mandate to provide appropriate Learning and Development (L&D) interventions for all human resource across the bureaucracy, invites all interested participants to our scheduled L&D Programs for the **Second Semester of 2022**, which will be delivered through online platform via Zoom.

The list of Learning and Development (L&D) programs offered may be accessed using this URL:
[https://www.csc.gov.ph/...](#)

Payment of the registration fees shall be made payable to Civil Service Commission (Account Number 0162-0317-32, Land Bank Cebu), through **List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA), Over-the-Counter at CSC Regional Office XI and or its Field Offices**, or through **Landbank LinkBizPortal** ([http://linkbiz.csc.gov.ph](#)).

We request that copy of the machine validated payment/ or Official Receipt be sent to [https://www.csc.gov.ph/...](#) copy furnished [https://www.csc.gov.ph/...](#) bearing the name of the L&D Program, its schedule and the name of the registrant.

Confirmed registrants will be given the webinar link through their registered email address and will be issued Certificate of Completion, subject to compliance with all program requirements.

For more information and clarification, you may contact the Human Resource Division of this Office at telephone number (082) 299-1734, mobile number at 0932-736-9953 or through email at roll.hrd@csc.gov.ph.

Very truly yours,

CYRIL NATHAN SM. EAMIGUEL
Acting Director IV
HUMAN RESOURCE DIVISION



Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
 HRDD-2022-025

To : All Schools Division Superintendents

Subject: 2022 2nd SEMESTER WORKPLACE PROGRAMS AND L & D INTERVENTIONS FOR HUMAN RESOURCE

Date : June 23, 2022

The Human Resource Development Division (HRDD) informs all Schools Division Offices, that the Civil Service Commission, being the central human resource institution of the government and as part of the Commission's mandate to provide appropriate Learning and Development (L&D) Programs for the Second Semester of 2022, which will be delivered through the online platform via Zoom.

The list of Learning and Development (L&D) programs offered may be accessed using this URL: <https://bit.ly/CSCTC2>.

For more information and clarification, you may contact the Human Resource Division of the CSC Office at the telephone number (082) 299-1724; mobile number at 09327369953, or through email at ro11hrd@csc.gov.ph.

Immediate and wide dissemination of this memorandum is desired.

ALLAN G. FARNAZO
 Director IV

DEPARTMENT OF EDUCATION RO
 RECORDS SECTION
RELEASED

Enclosed: As Stated.

RO11/nrb

By: *[Signature]*
 Date: 06/24/2022 Time: 4:00 pm
0622 4522



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

ISO 9001:2015 - Certified



June 6, 2022

13 JUN 2022

DR. ALLAN G. FARNAZO
Regional Director
Department of Education
F. Torres Street
8000 Davao City

P 3:55

Subject: 2022 2nd Semester Workplace Learning Programs
Reference No. CSCROXIHRD20220606L05

Dear *Dr. Farnazo*:

The Civil Service Commission, being the central human resource institution of the government and as part of the Commission's mandate to provide appropriate Learning and Development (L&D) interventions for all human resource across the bureaucracy, invites all interested participants to our scheduled L&D Programs for the **Second Semester of 2022**, which will be delivered through online platform via Zoom.

The list of Learning and Development (L&D) programs offered may be accessed using this URL:
<https://bit.ly/CSC2022>.


Payment of the registration fees shall be made payable to Civil Service Commission (*Account Number 0162-0317-32, Land Bank Claveria*), through **List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA), Over-the-Counter at CSC Regional Office XI and or its Field Offices**, or through **Landbank LinkBizPortal** (<http://bit.ly/cscroll-agencypaid>).

We request that copy of the machine validated payment/ or Official Receipt be sent to roll@psc.gov.ph copy furnished roll1.hrd@csc.gov.ph bearing the name of the L&D Program, its schedule and the name of the registrant.

Confirmed registrants will be given the webinar link through their registered email address and will be issued Certificate of Completion, subject to compliance with all program requirements.

For more information and clarification, you may contact the Human Resource Division of this Office at telephone number (082) 299-1724, mobile number at 0932-736-9953 or through email at roll1.hrd@csc.gov.ph.

Very truly yours,


CYRIL-NATHAN S.M. EAMIGUEL
Acting Director IV
20220606-HRD-NCHB



Civil Service Commission Regional Office XI

2022 2nd 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 8,000.00/pax	10 sessions
Supervisory Development Course Track 2 (SDC 2)	Php 8,000.00/pax	10 sessions
2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (ORAOHRA)	Php 4,800.00/pax	6 sessions
Pre-Retirement Counselling Seminar (PRCS)	Php 4,800.00/pax	6 sessions
Alay sa Bayan (ALAB)	Php 4,800.00/pax	6 sessions
Values Orientation Workshop (VOW)	Php 4,800.00/pax	6 sessions
Seminar on Administrative Justice (SOAJ)	Php 4,800.00/pax	6 sessions
Basic Customer Service Skills (BCSS)	Php 3,200.00/pax	4 sessions
Basic Supervisory Development Course (BSDC)	Php 3,200.00/pax	4 sessions
Leave Administration Course for Effectiveness (LACE)	Php 3,200.00/pax	4 sessions
Public Service Ethics and Accountability (PSEA)	Php 3,200.00/pax	4 sessions
Strategic Talent Acquisition on Recruitment (STAR)	Php 3,200.00/pax	4 sessions
Workplace Engagement Competency Profiling (WECP)	Php 3,200.00/pax	4 sessions
Gender Sensitivity Training (GST)	Php 1,600.00/pax	2 sessions



Agency Requested Online L&D Programs

<i>Title of L&D Program</i>	<i>Training Fee</i>	<i>Duration (half day per session)</i>
Alay sa Bayan (ALAB)	Php 800.00/session/pax	6 sessions
Values Orientation Workshop (VOW)	Php 800.00/session/pax	6 sessions
Building an Effective Work Team (BEWT)	Php 800.00/session/pax	4 sessions
Public Service Ethics and Accountability (PSEA)	Php 800.00/session/pax	4 sessions
Local Governance Forum (LGF)	Php 3,500.00/pax	4 sessions
Gender Sensitivity Training (GST)	Php 800.00/session/pax	2 sessions
2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), as amended	Php 800.00/session/pax	6 sessions
Teachers Enhancement Seminar for Transformation (TEST)	Php 800.00/session/pax	4 sessions
Basic Customer Service Skills (BCSS)	Php 800.00/session/pax	4 sessions
Workplace Learning Program on Strategic Performance Management Systems (SPMS)	Php 8,500.00 per day (maximum of 95 pax)	2 sessions
Orientation on PRIME-HRM	Php 8,500.00 per day (maximum of 95 pax)	2 sessions

For other online programs such as **WECP, STAR, PSVP, LACE, SOAJ, SDC T1, and, SDC T2** – **Php 800.00/session per participant**



L&D Policy for Online 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 (does not apply to SPMS and Orientation on PRIME-HRM)**.
7. **For SPMS and Orientation on Prime-HRM**, maximum number of participants per conduct is limited to **ninety-five (95)** and honorarium of Resource Speakers shall be shouldered by the requesting agency

SCHEDULE OF L&D PROGRAMS

Title of Learning and Development Program	Date	Schedule
Basic Customer Service Skills (BCSS)	July 11-14, 2022	(4 sessions / 8 AM - 12 NN)
Basic Supervisory Development Course (BSDC)	July 11-14, 2022	(4 sessions / 1 PM- 5 PM)
Supervisory Development Course Track 1 (SDCT)	July 18-22 & 25-29, 2022	(10 sessions / 8 AM - 12 NN)
Workplace Engagement through Competency Profiling (WECP)	July 18-21, 2022	(4 sessions / 1 PM- 5 PM)
Alay sa Bayan (ALAB)	July 29 & August 1-5, 2022	(6 sessions / 1 PM- 5 PM)
Leave Administration Course for Effectiveness (LACE)	August 8-11, 2022	(4 sessions / 1 PM- 5 PM)
Supervisory Development Course Track 1 (SDC T1)	August 15-19 & 22-26, 2022	(10 sessions / 8 AM - 12 NN)
Omnibus Rules on Appointment and Other Human Resource Actions, Revised 2018 (ORAOHRA)	August 15-19 & 22, 2022	(6 sessions / 1 PM- 5 PM)
Public Service Ethics and Accountability (PSEA)	August 22-25, 2022	(4 sessions / 8 AM - 12 NN)
Supervisory Development Course Track 2 (SDC T2)	September 5-9 & 12-16, 2022	(10 sessions / 8 AM - 12 NN)
Pre-Retirement Counseling Seminar (PRCS)	September 5-9 & 12, 2022	(6 sessions / 1 PM- 5 PM)
Seminar on Administrative Justice (SOAJ)	September 16 & 19-23, 2022	(4 sessions / 8 AM - 12 NN)
Strategic Talent Acquisition on Recruitment (STAR)	September 19-22, 2022	(4 sessions / 1 PM- 5 PM)
Basic Supervisory Development Course (BSDC)	September 26-29, 2022	(4 sessions / 8 AM - 12 NN)
Supervisory Development Course Track 1 (SDC T1)	October 3-7 & 10-14, 2022	(10 sessions / 8 AM - 12 NN)
Basic Customer Service Skills (BCSS)	October 4-7, 2022	(4 sessions / 1 PM- 5 PM)
Workplace Engagement through Competency Profiling (WECP)	October 17-20, 2022	(4 sessions / 8 AM - 12 NN)
Gender Sensitivity Training (GST)	October 18-19, 2022	(2 sessions / 1 PM- 5 PM)
Alay sa Bayan (ALAB)	October 21- & 24-28, 2022	(6 sessions / 8 AM - 12 NN)
Leave Administration Course for Effectiveness (LACE)	October 21- & 24-28, 2022	(4 sessions / 1 PM- 5 PM)
Supervisory Development Course Track 2 (SDC T2)	November 3-4, 7-11 & 14-16, 2022	(10 sessions / 8 AM - 12 NN)



Public Service Ethics and Accountability (PSEA)	November 3-4 & 7-8, 2022	(4 sessions / 1 PM-5 PM)
Values Oriented Workshop (VOW)	November 9-11 & 14-16, 2022	(6 sessions / 1 PM-5 PM)

FREQUENTLY ASKED QUESTIONS:

How to register to CSC XI's Workplace Learning Programs

To register:

1. First, access this URL: <https://bit.ly/CSCTC2>
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 hr@csctc.gov with a copy furnished 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 one (1) working day 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 hr@csctc.gov.

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 hr@csctc.gov.