



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2023- 178

To: : Assistant Schools Division Superintendent
SDO Non-Teaching Personnel
School-Based Non- Teaching personnel

Subject : **INFORMATION DISSEMINATION ON POAP TRAINING PROGRAMS AND SEMINARS**

Date : May 15, 2023

This is in reference to Regional Memorandum HRDD-2023-093 dated May 9, 2023 signed by Rebonfamil R. Baguio, Director III, re: Information Dissemination on Personnel Officers Association of the Philippines, Incorporated (POAP) Training Programs and Seminars for 2023. The POAP is a Civil Service Commission (CSC) Accredited Learning and Development Institution.

Attached are the following documents for ready reference: 2023 POAP Training Calendar indicating the topics, schedules and venues, and the guidelines for nomination and other information regarding the attendance of the employees.

For the dissemination and information.

Melanie P. Estacio
MELANIE P. ESTACIO

OIC-Schools Division Superintendent

[Signature]
DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
23-101849
DATE: MAY 17 2023 TIME: 1:28pm
BY: *[Signature]*

Enclosed: As stated
SGOD/rbd



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

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🌐 www.depeddigoscity.org | ✉ digos.city@deped.gov.ph

RECORDS

23-18913



Republic of the Philippines
Department of Education
DAVAO REGION

Ed Schools Division of Davao
RECORDS SECTION

RECEIVED 101869
MAY 10 2023 TIME 1:55
BY: [Signature]

Office of the Regional Director

REGIONAL MEMORANDUM
HRDD-2023-093

To : Assistant Regional Director
Schools Division Superintendents

Subject: INFORMATION DISSEMINATION ON POAP
TRAINING PROGRAMS AND SEMINARS

Date : May 9, 2023

The Personnel Officers Association of the Philippines, Inc (POAP) Board of Directors has laid out its training programs and seminars for 2023. This highlights topics that are relevant of achieving improved productivity and effective delivery of services in the bureaucracy.

In view thereof, the attendance of non-teaching personnel shall be guided with the provisions in the National Budget Circular 563 dated April 22, 2016. Hence, adherence to DO 030, s. 2021, on the Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for Teachers and School Leaders shall be strictly observed.

For more information, contact 09498892016, 0917861423, or through poap_org@yahoo.com.

Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION DAVAO
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

By the Authority of the Regional Director

Enclosed: As Stated.

ROH3/glv

Date: May 10, 2023
18913

REBONFAMIL R. BAGUIO
Director III
10 MAY 2023



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

ISO 9001:2015 - Certified



PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC.

A Civil Service Commission (CSC)-Accredited Learning and Development Institution

Unit D, No. 9 Biscayne Street, Brgy. West Fairview, Capitol Site, Quezon City 1118

<poap_org@yahoo.com>(02)373-0817;t/f (02)373-3468; (02)373-3525

CP Nos. Smart (0949-8892016) and Globe (0917-8614273)

Website: www.poap.org.ph

MARCH, 2023

MR. ALLAN G. FARNAZO
DIRECTOR, REGION XII

09:57
06 MAR 2023

Dear Mr. Farnazo:

The POAP Board of Directors is pleased to announce its 2023 Training Calendar. Mindful of the topics relevant to our goals of achieving improved productivity and effective delivery of services in the bureaucracy, we have lined up the training programs/seminars for this year taking into consideration, among others, the results of the Training Needs Analysis (TNA) conducted in 2022.

Attached are the following documents, for your reference:

- 2023 POAP Training Calendar indicating the topics, schedules and venues of the training programs/seminars (please note that all the training activities including the year-end Annual National Conference are LIVE-OUT);
- The Guidelines for Nomination and other information regarding the attendance of your employee-participants in the said training activities.

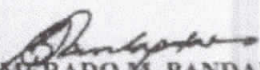
Please nominate and authorize your officials and employees to attend any or all of these training programs/seminars on **Official Business**. We would also be greatly honored if you could likewise join them! Further, kindly have this letter-invitation and its attachments disseminated to your colleagues in your attached agencies and other offices. We would, likewise, be more than happy to send invitations to other government agencies and organizations you recommend to attend our training programs/seminars.

Furthermore, we would like to offer the conduct of in-house training programs which we could tailor-fit to your agency's training needs. Please call/write us if you are interested.

For more information, we can be reached at the following contact numbers: (02)373-3468; SMS (TEXT MESSAGE) at **0949-8892016** (SMART) or **0917-8614273** (GLOBE) and preferably via e-mail: poap_org@yahoo.com or visit our website @ www.poap.org.ph.

We look forward to having your employees participate in our training programs/seminars as POAP's core business is to capacitate employees for improved performance towards greater organizational productivity.

Very truly yours,


SOMERADO M. PANDAPATAN
President

1

master file org
calendar
live-out training / no accommodation

GUIDELINES ON NOMINATION AND PARTICIPATION IN POAP TRAINING PROGRAMS/SEMINARS AND ANNUAL NATIONAL CONFERENCE

1. Please register in advance in our Google Form provided in our Website @ www.poap.org.ph or email the attached nomination form at poap_org@yahoo.com, to enable POAP to determine in advance the participants' needs such as training kits and materials, meals, size of the seminar hall and other arrangements.
2. The legal basis for attendance and cost was based on National Budget Circular 563 dated April 22, 2016.
3. The training fee of Seven Thousand Five Hundred Pesos (P7,500.00), inclusive of tax, will cover the following:
 - 3.1 Participation in the training program/seminar and City Tour in the afternoon of Day 4, from 1:00– 6:00 pm;
 - 3.2 Training kit and soft copy of the resource persons;
 - 3.3 Meals: three servings of lunch and seven servings of snacks;
 - 3.4 Certificate of Appearance; and
 - 3.5 Certificate of Participation.

Please note that Registration will start promptly at 8:30 in the morning on Day 1 and the Training proper will start at 1:30 in the afternoon on the same day and officially end at 12:00 noon on Day 4.

4. POAP reserves the right to cancel or merge programs which do not meet the required minimum number of participants. In case the programs are merged, the program with the lower number of confirmed participants will be cancelled. Due notice of cancellation/merger of programs will be given to those who have already signed up or submitted their registration and announcement will be posted at the POAP Website.
5. Pursuant to the new POAP Articles of Incorporation/By-Laws, the initial POAP membership fee is P500.00. Annual dues is P250.00 while lifetime membership fee is P3,000.00. Seminar participants are invited to be members while existing POAP members are encouraged to renew their membership by paying an annual dues of P250.00. A member in good standing enjoys certain rights, privileges and prerogatives particularly, discount on registration fees for trainings and conferences, and the right to vote and be voted upon in the elections held during the annual conference.
6. Payment of seminar fees, membership fees and annual dues may be made upon receipt of this communication at the POAP office or via inter-branch deposit at a local Land Bank of the Philippines (POAP-LBP Savings Acct. No.(0231-1743-03), or Philippine National Bank (POAP-PNB Savings Account Number (105270004904) or at the venue before the start of the seminar from 8:30 a.m. to 12:00 noon on Day 1 or from 8:00 a.m. to 12:00 noon on Day 2.
7. Priority will be given to participants who have already paid before the start of the training program/seminar, i.e. reserved seats, kits and meal stubs. However, to be included in the priority list, please FAX, or preferably thru E-mail to the POAP, a copy of your receipt NOT LATER THAN TWO WORKING DAYS BEFORE THE START OF THE SEMINAR. This will ensure that you have reserved seats and training kits.

2023 TRAINING CALENDAR

PROGRAM TITLE		DATE	VENUE
1	ATTAINING WORK-LIFE BALANCE AND PRODUCTIVITY	APRIL 18 - 21	HOTEL VENIZ BAGUIO CITY
2	MANAGING GOVERNMENT RECORDS AND HRIS		
3	DEVELOPING EFFECTIVE WORK TEAMS	MAY 9 - 12	CEBU BUSINESS HOTEL CEBU CITY
4	MANAGING WORKPLACE ATTITUDE		
5	CONFLICT AND STRESS MANAGEMENT	MAY 23 - 26	HOTEL SALCEDO DE VIGAN VIGAN CITY, ILOCOS SUR
6	ASSERTIVE, ORAL AND WRITTEN COMMUNICATION SKILLS		
7	EMPLOYEE SKILL ENHANCEMENT: A SUPERVISORY DEVELOPMENT SEMINAR	JUNE 13 - 16	A&A PLAZA HOTEL PUERTO PRINCESA CITY PALAWAN
8	PERSONALITY DEVELOPMENT AND DEVELOPING CUSTOMER SATISFACTION		

	PROGRAM TITLE	DATE	VENUE
9	TRANSFORMATIONAL LEADERSHIP IN A CHANGING ENVIRONMENT	JULY 4 - 7	EON CENTENNIAL RESORT HOTEL ILOILO CITY
10	VALUES: CRITICAL COMPONENTS OF ENHANCED PERFORMANCE		
11	ACCOUNTING FOR NON-ACCOUNTANTS	JULY 25 - 28	BOHOL SHORE'S RESORT HOTEL TAGBILARAN CITY
12	PROBLEM SOLVING AND DECISION-MAKING		
13	TOWARDS EFFECTIVE MANAGERIAL COMPETENCIES	AUGUST 22 - 25	EUROTEL BORACAY
14	WORKING TOWARDS PERSONAL EFFECTIVENESS		
15	CAREER PLANNING AND DEVELOPMENT	SEPTEMBER 12 - 15	NATURES VILLAGE HOTEL BACOLOD CITY
16	TOTAL QUALITY SYSTEMS IN PEOPLE MANAGEMENT		

PROGRAM TITLE		DATE	VENUE
17	EMPLOYEE COUNSELING AND GRIEVANCE HANDLING	SEPTEMBER 26 - 29	NINONGS HOTEL LEGAZPI CITY
18	MOTIVATING TOWARDS PEAK PERFORMANCE		
19	ADVANCED HRM SKILLS	OCTOBER 10 - 13	PHILTOWN CAGAYAN DE ORO CITY
20	FRONTLINE AND EXCELLENT CUSTOMER SERVICE		
21	GOOD GOVERNANCE AND CORPORATE SOCIAL RESPONSIBILITY	OCTOBER 24 - 27	VIVEN HOTEL LAOAG CITY
22	BUILDING AND ENHANCING NEGOTIATION SKILLS		
23	STRATEGIC MANAGEMENT AND PRIME HRM SKILLS	NOVEMBER 14 - 17	PINNACLE HOTEL DAVAO CITY
24	EMPLOYEE RELATIONS: MODE OF DISPUTE RESOLUTION		
25	48TH POAP NATIONAL CONFERENCE	DECEMBER 5 - 8	BAYVIEW PARK HOTEL MANILA

POAP NOMINATION FORM

(Please accomplish and submit thru the POAP email/fax a copy of this form)

Name: _____ Sex _____ Age _____
(Print surname, first name and middle name)

Title of Seminar _____

Position _____ Agency/Office: _____

Agency Address: _____

Fax No. _____ Phone No. _____ Email Address: _____

Food Request: () Vegetarian () Non-Pork Meals () Others _____

Approving Official (Name in Print and Signature)

Position: _____