



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City

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0-01-080417



August 3, 2017

Advisory

Series of 2017

2017 CSC TRAINING AND DEVELOPMENT COURSES

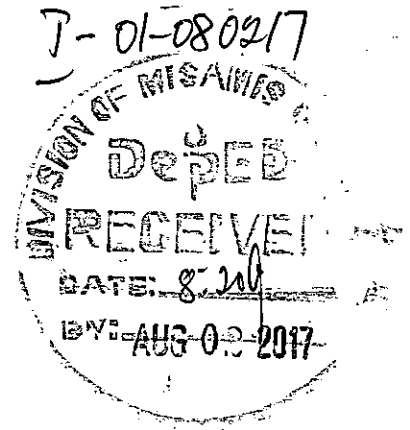
To: **Education Program Supervisors**
Public Schools District Supervisors
SEPS/EPS II
Secondary and Elementary School Heads/ SIC/HT
Secondary and Elementary Teachers
All others concerned
This Division

1. This is an invitation from the office of the Civil Service Commission to participate in the various training programs offered for the second semester starting August of this year.
2. Attached to this Division Advisory is the list of training/course offerings along with its description, schedule, registration link and fee.
3. For your information and compliance.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent *Cherry Mae L. Limbaco*

CLL/ikm

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REGIONAL OFFICE NO. 10

July 20, 2017

Dr CHERRY MAE T LIMBACO
Schools Division Superintendent
Department of Education
Division of Misamis Oriental
Cagayan de Oro City

Dear Superintendent Limbaco:

We are pleased to invite your agency to our training programs for the second semester of 2017.

Depending on the learning and development needs of your employees, we have varied course offerings lined up which focus on the following curriculum areas: foundational, human resource management and supervisory.

To secure a slot, your employees should register on-line using the link corresponding to the training they would like to participate in and we will confirm their participation.

We appreciate your commitment towards providing learning and development intervention to your employees.

Very truly yours,

ADAMS D. TORRES, CESO IV
Director IV

For and in behalf of the Regional Director:


EVA TUBAC-BATUTAY
Office Caretaker/ Chief HRS, HRD

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

☒ Vamenta Boulevard, Carmen, Cagayan de Oro City ☎ Tel. Nos.: (088) 858-75-63 / (08822) HRD 71-00-56 / PALD 71-00-57

Course Descriptions

	COURSE OFFERINGS	DESCRIPTION	TARGET PAX	TARGET SCHEDULE	REGISTRATION LINK	REGISTRATION FEE
1	Appreciation of Leave Benefits	Leave Benefits are granted to promote efficiency, general welfare and morale within the entire workforce of the government. This program will introduce participants to the types of leave they may avail of in government service.	HR/Admin staff/ Newly hired employees and those who have been in the service for less than 1 year (25 pax)	August 3 – 4, 2017	https://goo.gl/forms/V8W0frjXfXeYsRb82	P3,200
2	Supervisory Development Course Module 3	This module will assist participants to explore the important distinctions between leaders and managers and provide them with a roadmap on how first line supervisors can become leaders and make a difference.	2 nd level employees occupying supervisory positions (60 pax)	August 16 – 17, 2017	https://goo.gl/forms/488mfPxc3UIm3SJ2	P4,000
3	Supervisory Development Course Module 4	At the heart of supervisory effectiveness is communication. An effective supervisor must also be an effective communicator. This module underscores the essence of the communication process and its importance to productivity and quality of work life.	2 nd level employees occupying supervisory positions (60 pax)	September 7 – 8, 2017	https://goo.gl/forms/mEK9FSGP8DOHHtLz1	P4,000
4	Rules on Administrative Cases in the Civil	A course designed to provide the participants with an understanding of the	Technical staff involved in administrative	October 3 – 4, 2017	https://goo.gl/forms/r5KqUfSeR4XcueZG3	P4,000

	Service	importance of discipline and how it is handled in the workplace. It discusses the legal bases: jurisdiction of CSC, heads of agencies, rules on administrative cases in the civil service, the offenses and corresponding penalties to be imposed relative to administrative cases.	investigation (25 pax)			
5	Emotional Intelligence in the Workplace	Studies show that Emotional Intelligence is more important to performance than ability and technical skill combined. This course will help the participants determine and develop their Emotional Intelligence.	1 st and 2 nd level employees (25 pax)	October 12 – 13, 2017	https://goo.gl/forms/loHijFWmW8AWvYSf2	P4,000
6	Supervisory Development Course Module 5	This module is about the process of creating an empowered workplace/organization. It goes beyond merely discussing the concept of empowerment. It concretizes what empowerment is in terms of the required shift in mindset, behavior, working relationships, systems and structures.	2 nd level employees occupying supervisory positions (60 pax)	October 19 – 20, 2017	https://goo.gl/forms/34popCrFhu6uWASJ3	P 4,000
7	Alay sa Bayan	This is an induction program for new entrants in government. This will orient them on appropriate public	Newly hired employees and those who have been in the	November 8 – 9, 2017	https://goo.gl/forms/29Ypn5if5DUPhU6g1	P3,200

		service values.	service for less than 1 year/ or those who have not yet attended any CSC training (25 pax)			
8	Pre-retirement Program	This program is intended to provide soon-to- retire government employees with the needed awareness and positive mental attitude towards retirement. It is also useful for HRMOs and Administrative Officers so that they may provide the retirees with the assistance they need for their gracefull exit.	Employees who will be retiring within the next three years/ HRMO/ HRMPs, Administrative Officers (30 pax)	November 23 – 24, 2017	https://goo.gl/forms/kvuBZT3m7pgeNw9T2	P3,200