



**Civil Service Commission Cordillera Administrative Region**

**ANNOUNCEMENT**

**FOR :** ALL HEADS OF NATIONAL GOVERNMENT AGENCIES, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS, WITH ORIGINAL CHARTERS, STATE UNIVERSITIES AND COLLEGES, LOCAL WATER DISTRICTS, PUBLIC SCHOOLS AND OTHER AGENCIES IN THE CORDILLERA ADMINISTRATIVE REGION

**SUBJECT :** Learning and Development Schedule for April to June 2023

The Civil Service Commission Cordillera Administrative Region (CSC CAR) announces the conduct of its Learning and Development (L&D) programs scheduled for **April to June 2023**, as follows:

	DATE	COURSE TITLE AND DESCRIPTION	LEARNING MODALITY	No. of Hours	L&D Fee	Curriculum Area
<b>SECOND QUARTER CY 2023</b>	April 11-14	<b>Supervisory Development Course Track 1</b> <i>The four-day training on the Supervisory Development Course Track 1 is a six-hour per session Learning and Development (L&amp;D) program especially designed to provide government leaders and HRM practitioners insights on becoming an effective supervisor during this challenging times.</i>	Webinar	32	P6,400.00	Leadership and Managerial
	April 24-25	<b>Values Orientation Workshop (VOW)</b> <i>This is a program that will enable the participants to undergo the process of value clarification and value internalization and which may result to attitudinal and behavioral change at the individual and organizational levels in the public service.</i>	Webinar	16	P3,200.00	Foundation
	April 26-27	<b>Coaching and Mentoring for Excellence</b> <i>At the end of the training, the participants shall be able to define coaching and "coachable moments", differentiate coaching from mentoring, prepare a coaching journal and evaluate their skills as coaches, among others.</i>	Webinar	16	P3,200.00	Leadership
	May 10-11	<b>Basic Customer Service Skills Training (BCSST)</b> <i>This L&amp;D intervention aims to enable participants to learn the real meaning of service; deepen their understanding on the importance of providing excellent service to customers and to know and understand the needs of customers; and to develop skills and techniques in handling different kinds of customers.</i>	Webinar	16	P3,200.00	Technical

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May 16	<p><b>Designing Flexible Work Arrangements</b></p> <p><i>This Course will orient participants on the policies on flexible work arrangements or alternate arrangements or schedules from the traditional working day and week which employees may choose from to meet their customer needs.</i></p>	Webinar	8	P1,600.00	Technical
May 18	<p><b>Hiring Right! A Training on Behavioral Event Interview (BEI)</b></p> <p><i>This will capacitate the participants on Behavioral Event Interviewing (BEI) as a technique in the selection process.</i></p>	Webinar	8	P1,600.00	Technical
May 24-25	<p><b>Onboarding New Employees (ONE) for Public Service</b></p> <p><i>This program intends to orient new officials and employees from all government agencies in the region who have rendered 0 to 5 year-service and provide them with a complete package of various must-know information that will mold, motivate, equip and empower them in their public service journey. It aims to spark and sustain the positive energies of new entrants in the public service and build on their integrity and commitment to serve, nurturing them towards personal and organizational excellence.</i></p>	Webinar	16	P3,200.00	Foundation
June 7-8	<p><b>GEDSI Series 2: Seminar-Workshop on Handling Sexual Harassment Cases</b></p> <p><i>One of the strategies in promoting the Constitutional and statutory ideals to protect working women by providing them safe and healthful working conditions is to advocate and efficient and effective case adjudication of sexual harassment cases. Hence, this Seminar-Workshop will enable participants to expound the pertinent laws and rules on sexual harassment; understand the different sexual harassment offenses provided for under RA 7788 and RA 11313; state the legal basis of the creation of the CODI; and explain the procedures in filing and investigating sexual harassment cases.</i></p>	Face-to-Face Venue: Baguio City	16	P4000.00	Technical
June 14-16	<p><b>Leave Administration Course for Effectiveness (LACE)</b></p> <p><i>This aims to orient all public servants on leave administration to ensure uniform interpretation and application of leave laws and policies, computation of leave credits/money value or earned leaves.</i></p>	Webinar	16	P3,200.00	Technical



	June 28-29	<b>TRenDS: Talent Reskilling and Digitalization of Services</b> <i>The two-day training titled Talent Reskilling n' Digitalization of Services (TRenDS) aims to empower participants with knowledge and skills relevant to successfully navigating the digital landscape. The program intends to capacitate public service employees the technical know-how enabling the effective use of electronic devices and digital systems which are now widely accepted trends in attaining organizational objectives. This course also includes a topic on Netiquette or the rules on handling social media accounts and other official digital platforms.</i>	Face-to-Face	16	P4,000.00	Technical
<b>Registration Link (Second Quarter L&amp;D Courses): <a href="https://bit.ly/3WqZ0Fs">https://bit.ly/3WqZ0Fs</a> LND Q2 2023</b>						

The L&D courses aim 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 thru the link stated above. Confirmation of participants shall be on a first come-first served basis. Only participants who have paid the L&D fee before the conduct of the L&D program shall be considered as registered participants.

Likewise, 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 three (3) days before the scheduled L&D program.

An L&D Fee indicated per program shall be collected from each participant to defray, among others, the cost of subscription for digital learning, L&D materials, utilities, communication, administrative costs, and honoraria of Subject Matter Experts and Co-Facilitators. You may pay the L&D fee at the CSC CAR Regional Office or the nearest Field Office or you may opt to deposit directly or send thru fund transfer to the **CSC CAR's Land Bank of the Philippines (LBP) Baguio Account Number 0222-0036-36** with Civil Service Commission CAR as its account name and **electronically send a copy of the bank-validated deposit slip, or other proof of payment** to the CSC-CAR at [hrdcsc14@gmail.com](mailto:hrdcsc14@gmail.com).

The Advisory for the L&D Program shall be emailed to registered participants at least three (3) days before the event.

For further inquiries, you may call HRD at telephone number 074443-5981 or cellphone number 0908-885-1425.

For information and guidance please.

  
**NERISSA B. CANGUILAN**  
 Director IV

22 March 2023