

Subject: Fw: 2016 Calendar of Trainings

From: Human Resources Division HRD (cscro4_hrd@yahoo.com)

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Date: Wednesday, April 13, 2016 1:15 AM

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On Wednesday, April 13, 2016 4:13 PM, Human Resources Division HRD <cscro4_hrd@yahoo.com> wrote:

Dear Sir/Maám:

This is to inform you that the CSCRO IV will conduct the Supervisory Development Course Track 1 (SDC T-1) on April 19-22, 2016. Please find attached 2016 Schedule of Trainings.

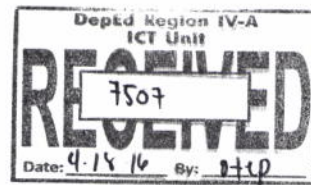
Thank you.

hrd

Attachments

- SCAN_20160413_154315612.pdf (671.95KB)

*To: SDSs
 Please consider the
 training activities of the
 CSC. Thank you. God Bless
 [Signature]
 18 Apr 2016*





CSCRO-4 Training Calendar for 2016

* Subject to change without prior notice. Please visit our facebook page for updates and advisories. Like us on Facebook @ <https://www.facebook.com/cscregion4/>

Mar 30-31 Apr 1	23 rd Annual Conference of RCHRMPs	Residential	Administrative Officers; Administrators; HRM Officers; Sangguniang Panlungsod, Bayan at Panlalawigan, Chairman of the Committees on Good Governance, HR and Civil Service
Apr 14-22	Supervisory Development Course Track I (SDC T-1)	Non Residential P8,000 per Person	First-Line Supervisors (SG 18 and Above)
Apr 20-22	Public Service Ethics and Accountability	Non Residential P6,000 per person	All employees
May 10-13	Supervisory Development Course Track II (SDC T-2)	Non Residential P8,000 per Person	First-Line Supervisors (SG 18 and Above)
May 24-26	Clerical Secretarial Development Course (CSDC)	Non Residential P6,000 per person	Frontline Service Providers
June 7-9	Policies and Procedures on Leave Administration	Non Residential P6,000 per person	Leave Administrator/ AOs/HR Staff
June 21-24	Supervisory Development Course Track III (SDC T-3)	Non Residential P8,000 per Person	First-Line Supervisors (SG 18 and Above)
July 5-7	Seminar Workshop on Administrative Justice (SWAJ)	Non Residential P6,000 per person	Lawyers and other legal staff, Administrators, Department/Division Heads
July 19-21	Policies and Procedures on Appointments	Non Residential P6,000 per person	HRMOs/AOs/ and other staff involved in personnel actions
Aug 9-12	Supervisory Development Course Track I (SDC T-1)	Non Residential P8,000 per Person	First-Line Supervisors (SG 18 and Above)
Aug 23-25	Basic Customer Service Skills (BCSS)	Non Residential P6,000 per person	All employees especially Frontline Service Providers
September	Agency-requested training programs		
Oct 11-14	Supervisory Development Course Track II (SDC T-2)	Non Residential P8,000 per Person	First-Line Supervisors (SG 18 and Above)
Oct 25-27	Clerical Secretarial Development Course (CSDC)	Non Residential P6,000 per person	Frontline Service Providers
Nov 8-10	Policies and Procedures on Leave Administration	Non Residential P6,000 per person	Leave Administrator/ AOs/HR Staff
Nov 22-24	Seminar Workshop on Administrative Justice (SWAJ)	Non Residential P6,000 per person	Lawyers and other legal staff, Administrators, Department/Division Heads
December	Agency Requested Trainings		

In addition to the scheduled training programs, the Civil Service Commission Region IV conducts the following training programs directly to the various agencies upon request:

- Values Orientation Workshop
- Alay Sa Bayan: Induction Program for New Entrants in the Government Service
- Supervisory Development Course (Tracks 1-3)
- Basic Customer Service Skills (BCSS) Training
- Clerical Secretarial Development Course
- Seminar-Workshop on Administrative Justice
- Policies and Procedures on Leave Administration
- Orientation on Anti-Sexual Harassment
- Public Service Ethics and Accountability
- Enhancing the Capabilities of the PSB, PMT, and PRAISE Members
- Enhancing the Capabilities of the Grievance Machinery (GM) Members
- Team Building
- Technical Writing
- Seminar-Workshop on Strategic PMS & Strategic HR Plan
- Stress Management
- Gender Sensitivity Training

Requested training programs shall be covered by a Memorandum of Agreement (MOA) between the CSC Region IV and the requesting agency.

You may contact us at Tel No. (02)927-18-32 or via e-mail cscro4_hrd@yahoo.com