



Civil Service Commission-Cordillera Administrative Region  
116 Wagner Road, Military Cut-Off, Baguio City

# COURSE OFFERINGS

## JANUARY – DECEMBER 2023

	DATE	COURSE TITLE AND DESCRIPTION	LEARNING MODALITY	No. of Hours	L&D Fee	Curriculum Area
<b>FIRST QUARTER CY 2023</b>	Feb. 15	<b>A Write-Shop on Creating Award-Winning Nomination Entries</b> <i>The Write-Shop intends to enhance the writing abilities of the participants and to improve their skills in communicating their points in a way that they are able to better convey their thoughts, feelings, ideas, and information through a well-constructed text or write-up.</i>	Face-to-Face Venue: CSC CAR L&D Center	8	P1,700.00	Technical
	Feb. 28- March 1	<b>GEDSI Summit 2023</b> <i>The GEDSI Summit aims to support the GAD perspective of the CSC's role as the leading gender responsive HR/OD institution by enabling agencies to integrate and advocate gender equality and social inclusion principles and perspectives in all their HR/OD policies, programs and systems. It is an opportunity to encourage every civil servant to be gender responsive through the development and enhancement of their capacity to use their gender lens in their work toward public service excellence.</i>	Face-to-Face Venue: Baguio City	16	P6,000.00	Leadership
	March 15- 16	<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
	March 22- 23	<b>GEDSI Series 2: Seminar-Workshop on Handling Sexual Harassment Cases</b> <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</i>	Face-to-Face Venue: Baguio City	16	P3,200.00	Technical

		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.				
<b>Registration Link (First Quarter L&amp;D Courses): <a href="https://bit.ly/3IY6e0w">https://bit.ly/3IY6e0w</a> LND Q1 2023</b>						

<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 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
	May 16	<b>Designing Flexible Work Arrangements</b> <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>	Webinar	8	P1,600.00	Technical
	May 18	<b>Hiring Right! A Training on Behavioral Event Interview (BEI)</b> <i>This will capacitate the participants on Behavioral Event Interviewing (BEI) as a technique in the selection process.</i>	Webinar	8	P1,600.00	Technical
	May 24-25	<b>Onboarding New Employees (ONE) for Public Service</b> <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</i>	Webinar	16	P3,200.00	Foundation

		<i>to serve, nurturing them towards personal and organizational excellence.</i>				
June 14-16	<b>Leave Administration Course for Effectiveness (LACE)</b> <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>	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.</i>	Webinar	16	P3,200.00	Technical	

Registration Link (Second Quarter L&D Courses): <https://bit.ly/3WqZ0Fs> LND Q2 2023

<b>THIRD QUARTER CY 2023</b>	July 12-13	<b>Seminar on the Revised Rules on Administrative Cases in the Civil Service (RACCS)</b> <i>Under our current political system, the right to hold public office is not a natural right. It exists only because of and by virtue of some law expressly or impliedly creating and conferring it. If the trust reposed upon a public officer or employee is breached, administrative discipline comes in.</i>  <i>The orientation offers disciplinary procedures to correct problems on employee's behavior or performance and provides the employees opportunities to improve before they are disciplined.</i>	Webinar	16	P3,200.00	Technical
	July 19	<b>Public Service Values Program (PSVP): Bawat Kawani, Lingkod Bayani!</b> <i>This one-day workshop aims to enable participants to accept, apply and advocate the shared values of Patriotism, Integrity, Excellence and Spirituality (PIES) especially in relation to delivering public service. Participants shall be able to practice the behavioural descriptors of the shared public service values in their respective day-to-day operations.</i>	Webinar	14	P2,800.00	Leadership and Managerial
	Aug. 08	<b>GEDSI Series 3: Creating Equal Opportunities for People with Disabilities (PWDs) in the Public Sector</b> <i>This L&amp;D course will provide a forum to discuss relevant laws, policies that promote equal opportunity principles for Persons with Disabilities in the workplace, as well as strategies that can be</i>	Webinar	8	P1,600.00	Technical

		<i>implemented towards creating positive changes in the work environment.</i>				
Aug. 14-18	<b>Supervisory Development Course Tracks 2 and 3</b> <i>A continuation of SDC Track 1 which aims to enhance one's supervisory and managerial skills. It focuses on the critical competencies needed to effectively perform supervisory functions.</i>	Webinar	40	P8,000.00	Leadership and Managerial	
Sept. 14	<b>"Bounce Back! The Lingkod Bayani Rising Above Stress"</b> <i>"Bounce Back" is a course that aims to enable participants understand stress, its effects and impact on both their personal and professional lives and how they could manage it. After all, employees who are less stressed are more productive and efficient in the workplace.</i>	Webinar	8	P1,600.00	Foundation	
Sept. 21	<b>Conversations with Local Government Officials</b> <i>Cognizant of the magnitude of the responsibilities of local government officials particularly in human resource management and organization development, this one-day course aims to enable participants to appreciate the value of Human Resource in developing organizational effectiveness and understand their critical role as HR Champions towards achieving their local development agenda.</i>	Face-to-Face Venue: Baguio City	8	P2,000.00	Leadership and Managerial	

Registration Link (Third Quarter L&D Courses): <https://bit.ly/3XHqV4N> LND Q3 2023

<b>FOURTH QUARTER CY 2023</b>	Oct. 4-5	<b>Seminar on the Omnibus Rules on Appointments and Other HR Actions (ORAOHRA)</b> <i>This online Orientation aims to brief the participants on the 2017 ORAOHRA, as amended and the Interim Guidelines on Appointments and Other Human Resource Actions. (IGAOHRA). It seeks to provide them with knowledge and skills in the preparation of appointments and the processes and requirements involved in recruitment, promotion, transfer and other HR actions, as well as the policies, procedures, requirements, and penalties on administrative cases.</i>	Webinar	8	P1,600.00	Technical
	Nov. 28	<b>GEDSI Series 4: Creating Safe Spaces in the Workplace</b> <i>Aligned with the Commission's commitment to provide a safe and inclusive workplace that is free from all forms of discrimination and harassment, this Course will focus on promoting and nurturing Diversity, Equity and Inclusion in the workplace.</i>	Webinar	8	P1,600.00	Technical
	TBA	<b>Regional Conference of Human Resource Management Practitioners (RCHMPs) in CAR</b>	Face-to-Face	16	TBA	Leadership and Managerial

	HR practitioners in CAR will converge in this two-day gathering to discuss various issues and concerns along the field of HRM and OD.				
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**Registration Link (Fourth Quarter L&D Courses):** <https://bit.ly/3iNfpq3> **LND Q4 2023**

**Confirmation Form:** <https://bit.ly/3DAZL8r> **ConfirmationFormv12023**

The CSC CAR may also conduct the following as In-House or Agency-Based L&D Course, upon request:

- a. Leave Administration Course for Effectiveness (LACE)
- a. Seminar on the Rules on Administrative Cases in the Civil Service (RACCS)
- b. Onboarding New Entrants (ONE) for Public Service
- c. Orientation on the Rules of Conduct and Ethical Behavior in the Civil Service (RA 6713)
- d. Public Service Values Program: "Bawat Kawani, Lingkod Bayani"
- e. Basic Customer Service Skills Training (BCSST)

#### How to Avail our L&D Courses?

*It is understood that participants are duly nominated/endorsed/approved by the Head of Agency or the duly authorized representative or official.*

- a. Choose the L&D Course that you would want to avail
- b. Pay the corresponding L&D Fee at the CSC CAR Regional Office or at the nearest Field Office; or Deposit directly or send thru Fund Transfer to the CSC CAR's LBP Baguio Account Number: 0222-0036-36, with Civil Service Commission CAR as its account name

*PRIME-HRM Bronze Awardees are entitled to 20% discount for the HRM Office Head or one (1) agency representative. Please accomplish the Confirmation Form.*

- c. Register to the L&D course through the links provided, by selecting the specific L&D Course/s that you want to avail.
- d. Attach Confirmation Slip and Proof of Payment
- e. Wait for the Advisory for the details of the training. This will be sent to your email address.

### CSC-CAR TRAINING PACKAGES

#### TRAINING PACKAGE 1

(Direct Training)

CSC delivers L&D program in full package, from design to administration as stated below:

##### Online /Face-to-Face

CSC shall provide:

- Digital platform (Zoom)
- Subject Matter Experts and Co-Facilitators
- Honoraria of Subject Matter Experts and Co-Facilitators
- Participants' certificates in electronic copy/printed copy

The Agency shall:

- Nominate and authorize attendance on official time of employees to the particular learning and development program
- Pay the CSC-CAR the L&D fee of the employees as specified in the L&D Schedule

L&D Fee: P1,600.00/ day (Online)

L&D Fee: P1,700.00 (Face-to-Face)

## **TRAINING PACKAGE 2**

(Agency In-House)

An agency in-house learning and development intervention with shared responsibilities between the CSC and the requesting agency as follows:

CSC delivers L&D program in full package, from design to administration.

CSC shall provide:

- Digital platform (Zoom)
- Participants' certificates in electronic copy
- Subject Matter Experts and Co-Facilitators

The Agency shall:

- Ensure the attendance of their participants to all sessions and compliance to all Course requirements of the L&D program/course.
- Pay the CSC-CAR a program management fee and honoraria of Subject Matter Experts and Co-Facilitators as specified below:

Program Management Fee:

- a. P30,00.00.00/day for a class of at most 50 participants plus P150.00 for every additional participant in excess of 50.
- b. Honorarium of SMEs and Co-Facilitators

## **TRAINING PACKAGE 3**

(Negotiated)

An agency in-house L&D program in coordination with the CSC-CAR, which may be conducted onsite/face-to-face depending on the requirements of the L&D program.

CSC shall provide:

- Subject Matter Experts and Co-Facilitators for the duration of the program.
- Training certificates of the participants.

The agency shall:

- Provide training venue with facilities that are compliant to DOH and IATF guidelines.
- Designate training support staff.
- Pay the CSC-CAR a program management fee of P20,000.00 per day to be paid in check directly to the CSC CAR
- Pay the honorarium of SMEs and Co-Facilitators to be paid directly to them immediately after the engagement.
- Pay the travel expenses of SMEs and Co-Facilitators (beyond 50 km. radius).
- Provide kits of participants and other training supplies.

*Happy to Serve! Our Human Resource Division (HRD) Staff are happy and willing to assist you on any L&D-related concerns. Please contact them through [hrdcsc14@gmail.com](mailto:hrdcsc14@gmail.com); mobile no. 09088851425; landline: 074-443-5982.*

