



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

Division Memorandum

No. 59, s. 2021

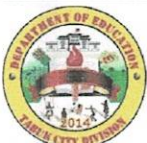
1st Quarter 2021 Learning and Development Schedule

To: OSDS/CID/SGOD
Public Elementary and Secondary School Heads
All other concerned

1. The Schools Division's promotes Human Resources Development in cooperation with the Civil Service Commission Cordillera Administrative Region (CSC CAR) and it announces the conduct of its Learning and Development (L & D) programs scheduled for the 1st Quarter of CR 2021 as follows, to wit:

Date	L&D Program Title	No. of Hours	Type of L&D	Course details and registration link
March 10, 2021 10:00-12:00 NN 2:00-4:00 PM	Leadership Webinar on GEDSI and Managing Talents Across Generations	8	Leadership	https://forms.gle/krwpSmjKCGsACBQ96
March 11, 2021 8:00-12:00NN				
March 16-17, 2021	Public Sector Unionism Orientation-Workshop for Managers	8	Leadership	https://forms.gle/STMb7RHteZR7XD6Y8

2. The L & D courses aim to provide a continuing development for government employees in their current jobs and prepare them for future higher roles and responsibilities.



Address: BCS Compound, Purok 2 Bulanao Norte, Tabuk City
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

3. A training fee indicated per program shall be collected from each participant to defray, among others, the cost of subscription for digital learning, utilities, communication, administration costs, and honoraria of Subject Matter Experts. You may pay the training fee at the CSC CAR Regional Office or the nearest Field Office or you may opt to deposit directly or send thru transfer to the CSC CAR'S Land Bank of the Philippines (LBP) Baguio Account Number 0222-0036-36 with the Civil Service Commission CAR as its account name and electronically send copy of the deposited slip/proof of payment to the CSC-CAR at hrdcsc14@yahoo.com.
3. Participants are advised to register thru the link stated above or accomplish and submit the attached confirmation slip and email it back to CSC CAR at hrdcsc14@gmail.com.
4. Scheduled training programs maybe postponed or cancelled if the number of confirmed participants is less than the target number of participants. Hence, it is requested that interested agencies must confirm the attendance of their personnel earlier than the indicated deadlines for confirmation of participants. Confirmed participants shall be informed in case of cancellation or postponement at least three (3) days before the scheduled activity.
5. The CSC-CAR also conducts the following agency-based L & D courses upon request: 1) Seminar-Workshop on Effective Leave Administration; 2) Seminar on the Rules on Administrative Cases in the Civil Service; 3) Onboarding the New Entrants for Public Service (ONE); 4) Rules of Conduct and Ethical Behavior in the Civil Service (RA 6713); and 5) Basic Skills & Techniques for Customer Service Excellence. Please coordinate with the HRD for further details.
6. In the light of current restrictions imposed by the NIATF and Local IATF on the conduct of activities, which involve the gathering of people, the CSC-CAR shall conduct all of its L & D courses via the digital platform zoom.
7. For further inquiries you may call HRD at telephone number 074443-5981 or cellphone number 0908-885-1425


IRENE S. ANGWAY PhD, CESO VI
Schools Division Superintendent 