



Republic of the Philippines
HUMAN RESOURCE MANAGEMENT OFFICE
City Government of Baguio

August 17, 2023

TO: ALL DEPARTMENT HEADS
City Government of Baguio
Baguio City

ATTN: Administrative Officers/ Personnel-In-Charge of
Personnel Matters

Sir/Madam:

This is in relation to the New Tools for the New Normal Seminar to be held at Informatics Baguio City Center, 3/F Decibar Building, Lower Bonifacio St., Baguio City on *September 12-13, 2023 for the 1st Batch (Basic)*, and *September 14-15, 2023 for the 2nd batch (Advanced)*.

In line with this, may we respectfully request you to submit the name of employee who is in need of the training from your respective departments. 2-3 personnel are allowed to attend per batch.

Kindly submit the names of the nominees through this link <https://tinyurl.com/2023NEWTTOOLS> on or before August 22, 2023.

In addition, participants are required to accomplish the Training Needs Analysis through this link <https://tinyurl.com/TNANEWTTOOLS>, to determine the schedule of their training, on or before August 25, 2023.

Thank you very much for your cooperation in the implementation of the Learning and Development Programs of the City Government of Baguio.

Very truly yours,


AUGUSTIN P. LABAN III
City Human Resource Management Officer

APL/EBD/EBC/maa

