

Register Now!

Course on Strategic HR and Organization Development

May 7, 2024 | 8:00AM-5:00PM

Via Zoom

L&D Fee: Php. 1,600.00

8 hours of Leadership/Management Training

Register online at <http://bit.ly/csc-car-2024-Registration> or scan the QR code

The Course on Strategic HR and OD shall enable the participants to apply strategic human resource principles and perspectives in performing their roles as people managers and human resource management practitioners.

Specific Objectives:

1. Explain underlying principles and key features of strategic HR.
2. Define the different HR functions as they apply to government organizations
3. Share CSC's current HR practices under each HR function

FERNANDO O. MENDOZA
Director IV

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Dear Sir/Ma'am,

Greetings from the Civil Service Commission CAR!

The Civil Service Commission, in support of the government's commitment to provide efficient and effective public service delivery, has continuously introduced and adopted measures to promote excellence in Human Resource Management (HRM) with the aim of transforming the HR public sector to a level of excellence that fosters good governance.

In line with this, the Civil Service Commission–Cordillera Administrative Region (CSC-CAR) will conduct a two-day **"Course on Strategic Human Resource and Organization Development"** with eight (8) hours of leadership/management training, to be conducted on **May 7, 2024** via Zoom from 8:00 a.m. to 5:00 p.m.

Relative thereto, we are inviting agency heads/local chief executives, department heads, assistant department heads, line managers, unit/section chiefs, HR practitioners, members of various HR committees and all interested government employees to attend the course.

Program Details:

Course on Strategic HR and Organization Development

Date: May 7, 2024

Mode: Webinar via Zoom

Registration Fee: 1,600.00 pesos

Curriculum Area: Leadership/Management

Registration Details:

You may either register by clicking the button below or submitting the confirmation form [here](#) through hrdcsc14@gmail.com.

[Click Here to Register](#)

Payment Details:

The L&D fee may be paid at the CSC CAR Regional Office or at any CSC CAR Field Office near you. You may also pay through bank deposit, fund transfer, or LDDAP-ADA to the CSC CAR with

CSC Cordillera Administrative Region 2024 LEARNING AND DEVELOPMENT CALENDAR

	DATE	PROGRAM/ COURSE TITLE	Learning Modality	Training Hours	L&D Fee	Curriculum Area
1 st QUARTER CY 2024	CANCELLED					
	Feb. 13	Behavioral Event Interview Training for HR Practitioners	Webinar	8	Php1,600	Technical
	Feb. 15-16	Basic Customer Service Skills Training	Webinar	16	Php3,200	Foundation
	Feb. 21-22	Seminar on the Rules on Administrative Cases in the Civil Service (RACCS)	Webinar	16	Php3,200	Technical
	Feb. 27-Mar. 1	Supervisory Development Course Track 1	Webinar	32	Php6,400	Leadership/ Management
	Moved to May 15-16, 2024	Public Service Ethics and Accountability	Webinar	16	Php3,200	Foundation
	CANCELLED					
	Mar. 21-22	Orientation on the Omnibus Rules on Appointments and Other HR Actions (ORAOHRA)	Webinar	16	Php3,200	Technical
2 nd QUARTER CY 2024	Moved to May 7, 2024	Course on Strategic HRM and Organization Development	Webinar	8	Php1,600	Leadership/ Management
	April 4-5	Leave Administration Course for Effectiveness	Webinar	16	Php3,200	Technical
	April 11-12	Coaching and Mentoring for Excellence	Webinar	16	Php3,200	Leadership/ Management
	May 9-10	Onboarding New Employees for Public Service	Webinar	16	Php3,200	Foundation
	May 23-24	Seminar on Competency-Based Recruitment, Selection and Placement (RSP) System	Webinar	16	Php3,200	Technical
	June 6-7	Seminar on the Rules on Administrative Cases in the Civil Service (RACCS)	Webinar	16	Php3,200	Technical

	June 13	Public Service Values Program	Webinar	8	Php1,600	Leadership/ Management
	June 17-21	Supervisory Development Course Tracks 2 and 3	Webinar	40	Php8,000	Leadership/ Management
3 rd QUARTER CY 2024	July 10-11	Capability Building on Strategic Performance Management towards Organizational Excellence	Face-to-face	16	Php4,400	Leadership/ Management
	July 24 – 25	Orientation on the Omnibus Rules on Appointment and Other Human Resource Actions	Webinar	16	Php3,200	Technical
	Aug. 6-9	Supervisory Development Course Track 1	Webinar	32	Php6,400	Leadership/ Management
	Aug 22-23	Financial Education Program for Civil Servants	Webinar	16	Php3,200	Technical
	Sept. 10– 11	PRIME-HRM Summit	Webinar	16	Php3,200	Technical
	Sept. 24	Emotional Intelligence in Public Service: Enhancing Leadership and Service Excellence	Webinar	8	Php1,600	Leadership/ Management
4 th QUARTER CY 2024	Oct. 3	Gender Sensitivity Training (GST) and SOGIESC	Webinar	8	Php1,600	Technical
	Oct. 15	Honing Agile Civil Servants through Digital Literacy	Webinar	8	Php1,600	Technical
	Oct. 21–25	Supervisory Development Course Tracks 2 and 3	Webinar	40	Php8,000	Leadership/ Management
	Nov. 20– 21	Regional Conference of HRMPs in CAR	Face-to-face	16	To be announced	Leadership/ Management
DLP on RA 6713	Jan. – Dec.	Distance Learning Program on RA 6713	Modular/ Online Distance Learning	40	Php1,200	Foundation
	The DLP on RA 6713 is a six-week, self-paced program that provides the learner with basic knowledge on the norms of conduct and other pertinent provisions of RA 6713 through modular/ online distance learning modality. Upon completion of the course modules/requirements in six (6) weeks , the learner shall be conferred a training certificate equivalent to 40 foundation training hours . The DLP may be availed of at the at the CSC CAR Regional Office and its Field Offices. The DLP registration form can be downloaded from this link: https://rb.gv/uq8a91 .					

REGISTRATION:

Interested participants to the CSC CAR L&D program/courses may register through this URL link: <https://forms.gle/kWoHdKNvFiaJ7hC59> or submit an accomplished L&D confirmation form to the CSC CAR at hrdcsc14@gmail.com. The confirmation form may be downloaded from <https://rb.gv/f1aexw>. Only limited slots are available; hence, registration will be on a first-come-first-served basis.

For more details, contact the CSC CAR HRD through mobile/telephone number 09088851425/ (074)443-9282 or email us at hrdcsc4@gmail.com.

Bawat Kawani, Lingkod Bayani

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

- Leave Administration Course for Effectiveness (LACE)
- Seminar on the Rules on Administrative Cases in the Civil Service (RACCS)
- Seminar on the Omnibus Rules on Appointments and Other HR Actions (ORAOHRA)
- Onboarding New Entrants (ONE) for Public Service
- Public Service Values Program
- 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.

- Choose the L&D Course that you would want to avail.
- Pay the corresponding L&D Fee at the CSC CAR Regional Office (Ro) or at any CSC CAR Field Office (FO) near you. An Official Receipt will be issued by the RO or FO where payment was made.

You may also pay through bank deposit, fund transfer or LDDAP-ADA to the CSC CAR with the following bank details:

Bank	:	Land Bank of the Philippines
Branch	:	Baguio City
Account Name	:	Civil Service Commission CAR
Account Number	:	0222-0036-36

The CSC CAR Regional Office (RO) through the Human Resource Division (HRD) will issue the corresponding OR for uploaded/mailed proofs of bank deposit, fund transfer and LDDAP-ADA payments. A scanned copy of the OR will be sent to your registered email address. The original copy of the Official Receipt may be claimed or picked-up at the CSC CAR Regional Office.

Payment through credit card, GCash and PayMaya is not accepted.

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

- Register online to the L&D Course and upload proof of payment through this URL link: <https://forms.gle/kWoHdKNvFJaJ7hC59>. You may also opt to submit an accomplished confirmation form which may be downloaded through <https://rb.gy/f1aexw> and email with attached proof of payment to the HRD at hrdcsc14@gmail.com.

Accepted proofs of payment are the following: Official Receipt issued by the CSC CAR Regional Office or Field Office, bank deposit slip, proof of fund transfer, or bank validated LDDAP-ADA. In uploading your proof of payment, kindly follow this format for the file name: Last name, First Name_Agency (e.g. dela Cruz, Juana_BCSST)

For bulk payment (payment for more than 1 participant), please include a list of participants and the name of the agency and the L&D course to be attached to the proof of payment.

- Advisory for the details of the training will be sent to participants through the email address provided in the registration form at least two (2) days before the scheduled conduct of the training.
- Issuance of Certificate of Completion shall be made only upon full payment of the L&D Registration Fee and completion of all training requirements.

Note: 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 at least three (3) days before the scheduled L&D program.



Civil Service Commission Cordillera Administrative Region

LEARNING AND DEVELOPMENT
Confirmation Form

Title of L&D Program : _____
Date : _____

This is to confirm the attendance of the following participants to the above-stated L&D program:

No.	First Name	Middle Initial	Last Name	Position/ Designation	Age	Sex	Email Address	Contact No.	Assistance Needed (For PWD, PWSN). Please specify.

(Please encode complete information)

This Office guarantees the payment of the corresponding L&D fee before the schedule of the L&D program. It further guarantees the payment of 80% of the total L&D fee for each participant who confirmed attendance but fails to attend the program/course without informing the CSC CAR Human Resource Division (HRD) at least three (3) days prior to the start of the L&D program.

To be accomplished by PRIME-HRM Bronze Awardees

☐ We will avail the 20% discount for the HRM Office Head or one (1) Agency Representative

Name of participant: _____

Total Amount of L&D Fee (less 20% discount): _____

Name and Signature of Agency Head/ Authorized Representative	
Name of Agency	
Official Email Address of Agency	
Contact No. of Agency	
Name of Agency/HRMO	
Contact No. of HRMO	

*This confirmation form should be received by HRD, CSC CAR not later than 2 days before the scheduled L&D program/course. Please upload this form thru the registration link or email to hrdcsc14@gmail.com. For queries or assistance, please contact us at 09088851425. Thank you.

Bawat Kawani, Lingkod Bayani

116 Wagner Rd., Military Cut-Off, Baguio City/074-443-5981/hrdcsc14@gmail.com/09088851425