

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC/ NON GOVERNMENT/ PEOPLE/ VOLUNTARY ORGANIZATION

31	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION OF WORK

(Continue in separate page if necessary)

VII. TRAINING PROGRAM (Start from the most recent training)

32	TITLE OF SEMINAR/ CONFERENCE/ WORKSHOP/ SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/SPONSORED BY (Write in full)
	Seminar on Work Ethics in Governance batch 2	2010-09-21	2010-09-21	8 hours	Reg. Council of PO
	Pre-Retirement Orientation	2010-09-17	2010-09-17	8 hours	Wenifeda J. Arcegono
	Performance Assessment and Planning Workshop for Department..	2009-01-19	2009-01-20	2 days	Wenifeda J. Arcegono
	Performance Management System;Office Performance Evaluation..	2008-10-09	2008-10-10	16 hours	Reg. Council of PO
	Pre-Retirement Orientation Program	2008-09-08	2008-09-08	8 hours	Wenifeda J. Arcegono
	Career Development Workshop	2008-01-11	2008-01-11	8 hours	Maria Luisa S. Moguel
	Training Needs Analysis Workshop	2008-01-10	2008-01-10	8 hours	Maria Luisa S. Moguel
	Training the Trainers Workshop	2008-01-09	2008-01-09	8 hours	Maria Luisa S. Moguel
	Seminar on Professional Executive Assistants Program	2007-11-16	2007-11-17	2 days	Maria Luisa S. Moguel
	Puerto Princesa City Strategic Planning Workshop	2007-08-07	2007-08-09	3 days	Prof Edel Guiza
	Training on Devolution Planning	2007-06-14	2007-06-15	2 days	TESDA
	Advance Trainors Training II on Quality Management..	2007-02-19	2007-02-26	8 days	Pete C. Montero
	Advanced Trainors Training	2006-02-13	2006-02-17	5 days	Pete C. Montero
	Basic Customer Service Skills (BCSS)	2005-11-14	2005-11-16	3 days	Director Nilo Mercado
	CSC Basic Customers Service Skills Training	2004-04-18	2004-04-22	5 days	Dir. LYRMA C. OALIN
	Seminar-Workshop on Revised Policies on Qualification..	2004-02-18	2004-02-18	8 hours	Reg. Council of PO
	7 Habits of Highly Effective People	2003-12-11	2003-12-12	2 days	Edward S. Hagedorn
	Writeshop Conference to Develop a Guidebook for Advocacy..	2003-08-11	2003-08-15	5 days	PRMDP/AusAID

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VIII. OTHER INFORMATION

33	SPECIAL SKILLS/HOBBIES	34	NON-ACADEMIC DISTINCTIONS/RECOGNITIONS	35	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)

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Seminar Workshop Sa Wikang Filipino	2003-04-21	2003-04-22	2 days	Virginia Bactad
Positive Work Attitude	2002-05-15	2002-05-17	3 days	Merlita G. Granada
Positive Work Values	2002-05-15	2002-05-17	2	Winnie J. Arcegono
Effective Delivery Training Workshop	2002-04-24	2002-04-26	3 days	Milalin Javellana
Local Executive Forum and Personnel Systems Seminar	2002-01-28	2002-02-02	5 days	PRMDP/AusAID
Seminar on Revised Policies of Personnel Mechanisms	2001-05-09	2001-05-10	2 days	Noel M. Dela Cruz
Curriculum Development	2001-02-13	2001-02-16	4 days	Milalin Javellana
Human Resource Systems Seminar	2001-01-15	2001-01-19	5 days	Milalin Javellana
Career Planning Workshop	2000-11-20	2000-11-21	2 days	Milalin Javellana
Seminar-Workshop on Mainstreaming Child Rights in..	2000-09-01	2000-10-24	16 days	Milalin Javellana
Customers First Training	2000-07-20	2000-07-21	2 days	Winnie J. Arcegono
Seminar-Workshop on the Revised Performance Evaluation..	2000-06-06	2000-06-07	2 days	Edward S. Hagedorn
Gender Responsive Planning Workshop	2000-03-29	2000-03-31	3 days	Milalin Javellana
CSC Laws, Rules and Regulations	2000-03-15	2000-03-17	3 days	Remedios G. Villanueva
Presentation Workshop on Strategic Training.	2000-01-18	2000-01-18	1 day	Winnie J. Arcegono
In House Training Career Planning.	2000-01-06	2000-01-07	2 days	Winnie J. Arcegono
Training on Community Participation	1999-09-27	1999-09-30	4 days	Milalin Javellana
Supervisory Development Course-TRACK I	1999-08-23	1999-08-27	5 days	Rebecca A. Fernandez
Training on Recruitment and Job Hiring System	1999-08-09	1999-08-11	3	Mr. Noriel Devanadera
Briefing/Orientation PBME/MIS	1999-08-02	1999-08-03	2 days	Milalin Javellana
Training on Performance Management System	1999-07-21	1999-07-25	5 days	Mr. Noriel Devanadera
Seminar-Workshop on Effective Training Delivery and..	1999-07-18	1999-07-22	5 days	Cecille Panadero
Effective Writing	1999-07-08	1999-07-09	2 days	Milalin Javellana
Materials Testing & Quality Control	1999-06-28	1999-06-30	3 days	Milalin Javellana
Planning Workshop and Teambuilding	1999-04-21	1999-04-21	1 day	Edward S. Hagedorn
Corporate Planning & Revenue Enhancement Seminar-Workshop	1999-04-12	1999-04-16	5 days	Milalin Javellana
Planning Workshop and Teambuilding	1999-04-07	1999-04-07	1 day	Winnie J. Arcegono
Executive-Legislative Planning Conference	1999-03-13	1999-03-14	2 days	Edward S. Hagedorn
Business Planning Workshop	1999-02-22	1999-03-01	2 days	PRMDP/AusAID
Training Management System.(TMS)	1999-02-18	1999-02-19	2 days	Milalin Javellana
Inter-Personal Relationship of HRMO.	1998-12-17	1998-12-18	2 days	Edward S. Hagedorn
Human Resource Development Seminar-Workshop	1998-12-08	1998-12-10	3 days	Milalin Javellana
Regional Municipal Development Training	1998-08-31	1998-10-23	2 months	Anne Olesen
Refresher Course on Work Values, Performance;Code..	1998-08-20	1998-08-20	1 day	Winnie J. Arcegono
Curriculum Development	1998-05-26	1998-05-28	3 days	Winnie J. Arcegono
Computer Lesson (Software, MS Word, MS Excel, MS..	1998-04-13	1998-06-15	50 hours	AMA Staff
AusAID-PRMDP Orientation Planning Workshop	1997-11-18	0000-00-00	1 day	Milalin Javellana
Local Executive Forum and Personnel System services	1997-06-09	1997-06-10	16 hours	Director Nilo Mercado
Seminar-Workshop on Stress and Conflict Management..	1995-09-30	1995-09-30	1 day	Ofelia F. Dusong
Seminar on Personnel Effectiveness Program	1995-05-18	1995-05-22	6 days	Rebecca A. Fernandez
Skills Training on Merit Promotion Plan and System..	1995-05-13	1995-05-17	5 days	Rebecca A. Fernandez