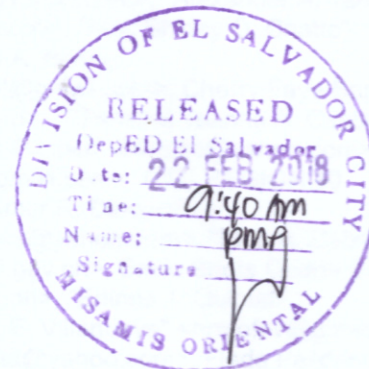





DIVISION ADVISORY

No. 59, s. 2018

To: DIVISION CHIEFS
EDUCATION PROGRAM SUPERVISORS
EDUCATION PROGRAM SPECIALIST
PUBLIC ELEMENTARY SCHOOLS
PUBLIC SECONDARY SCHOOLS



From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent
Officer In-Charge 

Subject: Training Invitation from Civil Service Commission

Date: February 21, 2018

1. The field is hereby informed of the Trainings to be conducted by Civil Service Commission for the month of February 2018.

<p>Basic Customer Service Skills (BCCS) February 27-28, 2018 Quota: 25 participants only</p>	<p>Customer service is the organization's responsiveness to the needs of customers. It is service that combines technical knowledge and professional attitude with friendliness and courtesy toward customers.</p>
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2. Attached is the email from Civil Service Commission (CSC) for your reference.
3. To reserve a slot, participants should register online using this link https://docs.google.com/forms/d/e/1FAIpQLSfkDELdAH_4t_468NumwYh4k2TdM-gnhrM-YzRLCy9yCTBg/viewform?edit.
4. For information and wide dissemination.

Copies Furnished:
Person Concerned, Records Section-Memorandum

HRDS/mpq



Fwd: February 2018 Training Schedule

1 message

Csfo Misor <csfomisor@gmail.com> Fri, Feb 9, 2018 at 8:53 AM
 To: "Abbas, Jasmin P." <abbas.jasmin@dpwh.gov.ph>, ado de veyra <ado_23@yahoo.com>, "Alexander A. Tahud" <depeddivofcdo@gmail.com>, "Anna Mae M. Atillo" <elsalvador.city@deped.gov.ph>, "Atty. Shirley O. Chatto" <region10.hrdd@gmail.com>, aubreymae <aubreymae@yahoo.com>, "Audines A. Baang" <lgusalaymisor@yahoo.com>, "Bernadette P. Samaco" <depedmisamisoriental@gmail.com>, Cherry Faye Barros <cherryfaye_barros@yahoo.com>, Breezy Batuigas <breezybatuigas@gmail.com>, "Charisma Joanne A. Castro" <cjcastro_ors10p@yahoo.com>, Bie P Linco <napolcom_r10@yahoo.com>, Bie P Linco <biepajo@yahoo.com>, Cherry Faye Barros <lgugitagum_hrmo@yahoo.com>, CSC REGION 10 <csc10.ord@gmail.com>, CSC REGION 10 <csc10ord@gmail.com>, "Delma S. Galla" <galladelma@yahoo.com>, "Dulce Amor R. Dinopol" <hrmo_lgubalingasag@yahoo.com>, "Dulce Amor R. Dinopol" <dulceamordinopol@yahoo.com>, "Elna A. Cabrera" <lgualubijdmisor@yahoo.com>, "Elvith D. Dalumpines" <elvithdalumpines@dti.gov.ph>, Emila Boots Guarte Baguio <redo10.comelec@gmail.com>, "Engr. Danilo Gabia" <gcwd_1974@yahoo.com.ph>, "Erlinda T. Quiblat" <erlinda_q@yahoo.com>, "Ernita R. Camaro" <initao_mayor@yahoo.com>, "Fe E. Villanueva" <hrmofev@gmail.com>, "Fe S. Dacalos" <fe_dacalos2008@yahoo.com>, "Fe S. Dacalos" <hrmo_claveria@yahoo.com>, Fleda Pailden <paildenfleda@yahoo.com>, Francisco Abejuela III <oapia@piamo.gov.ph>, "Gladys S. Cua" <records_bfp10@yahoo.com>, hermila sajonia <hrmo.peso.elsalvadorcity@gmail.com>, "Hyacinth May T. Taran" <dohro10@gmail.com>, "Hyacinth May T. Taran" <personnel.rox.doh@gmail.com>, "Illuminada N. Saburao" <lgulibertad@gmail.com>, "Illuminada N. Saburao" <jingsabz@yahoo.com>, J/Supt Reynaldo O Acelo <bjmpten@yahoo.com>, Isidro Butaslac <ivbutaslacjr@ppa.com.ph>, "janet.zerna@bir.gov.ph" <janet.zerna@bir.gov.ph>, Janily B Monreal <lgunaawanHR@gmail.com>, "Jasper C. Bungalon" <lagne911@yahoo.com>, "Jasper C. Bungalon" <jappy042002@yahoo.com>, Jessica Galindo <hrmo2015@yahoo.com>, jeffrey masiba <jeffmasiba@gmail.com>, "Jessie F. Reyes" <gingoogcity@yahoo.com>, "Jessie F. Reyes" <sheilacanos@yahoo.com>, Jessie Tahud <jessietahud@yahoo.com>, Jezreel Mark Baltazar <jbaltazar@dbm.gov.ph>, "Joanne Rose O. Alvarez" <denrmgb10@yahoo.com>, Joel Opendo <justjam2014@gmail.com>, Joel Opendo <villanueva.hr2014@gmail.com>, Jose Laarne Lituana <joselaarne_lituana@yahoo.com.ph>, "Jufe C. Bongcas" <balingasag_wd@yahoo.com>, "Jufe C. Bongcas" <jufelady2003@yahoo.com>, Julie Delima <delimajulie_11@yahoo.com>, "Julie P. Delima" <lgumagsaysay@yahoo.com>, "Jumar B. Requilme" <region10@probation.gov.ph>, Kristine Leyva <dswdhrdu.fo10@gmail.com>, LGU-Manticao <lagrosasarthur@yahoo.com>, "Lodie M. Cadiz" <LodieCadiz@dti.gov.ph>, "Lucila S. Pulvera" <dole10_imsd@yahoo.com>, "Ma. Bevelyn Marbella" <bmarbella@yahoo.com>, "Mansueta L. Golo" <mlgolo2002@yahoo.com>, "Marichu P. Pable" <mppable@gmail.com>, Mario Benedict Galon <mariogalon@yahoo.com>, Mario Benedict Galon <nmmc_cdo@yahoo.com>, "Mary Christine Z. Leyva" <hrdu.fo@gmail.com>, "Meisie M. Quidella" <hrmo.opol@gmail.com>, "Melchora P. Salvaña" <melchorasalvaa@gmail.com>, Milky Bayawa <melqueseldambayawa@gmail.com>, Norhata Disoma Sarip <region10emb@gmail.com>, nbi-10 <nemronbi@yahoo.com>, Norhata Disoma Sarip <norhatadsarip@gmail.com>, philip tarongoy- <pctmenchie@yahoo.com.ph>, PHILPOST <philpostcagayandeoro@yahoo.com.ph>, "PSupt. Canilo A. Fuentes" <rphrdd_pro10@yahoo.com.ph>, "Regelle G. Saromenes" <regelle.saromenes@yahoo.com.ph>, "Rheida Martinieta S. Salcedo" <cowd@cowd.gov.ph>, "Rheida Martinieta S. Salcedo" <edyangsevillano@yahoo.com>, Rommel Vallente <v.cassiusali@yahoo.com>, "Rosario O. Pelaez" <region10personnel@gmail.com>, "Rosario O. Pelaez" <hrms_dilg10@yahoo.com>, Rose Mae Acenas <racenas19@yahoo.com>, Ruth Antatico <ruthantatico2009@gmail.com>, Ruth Antatico <nire10@yahoo.com>, "Sandra C. Aguilar" <nfa_r10@yahoo.com>, "Sandra C. Aguilar" <sfhtogonon@gmail.com>

----- Forwarded message -----

From: **oliva sacala** <rjomsacala@gmail.com>
 Date: Fri, Feb 2, 2018 at 10:06 PM
 Subject: Fwd: February 2018 Training Schedule
 To: Csfo Misor <csfomisor@gmail.com>

----- Forwarded message -----

From: "CSC10 HRD" <hrdcsc10@gmail.com>
 Date: 29 Jan 2018 11:14 am
 Subject: February 2018 Training Schedule
 To: <abbas.jasmin@dpwh.gov.ph>, <abrogueraiaivysshela@gmail.com>, <gcalbor@yahoo.com.ph>, <naimah.alcozbary@yahoo.com>, <bettyalilin@yahoo.com>, <jo_and_rose@yahoo.com>, "ANNABELLE ATILLO" <aatillo@dbm.gov.ph>, <bacasnot1972@yahoo.com>, "JEZREEL MARK Baltazar" <Jbaltazar@dbm.gov.ph>, "Earl Beniga" <edebeniga@gmail.com>, <msuuhromo@gmail.com>, <psgingoogdeped1@yahoo.com>, <Geraldinecasas@dti.gov.ph>, <grace_dchan@yahoo.com.ph>, <sandeehrmo@gmail.com>, <cdadole@yahoo.com>, <ElvithaDalumpines@dti.gov.ph>, <deveyra.john_jenri@dpwh.gov.ph>,

<re_asi@yahoo.com>, <susan_denore2002@yahoo.com>, <engronvde@yahoo.com>, <melanie.estenzo@deped.gov.ph>, <godspeed_41@yahoo.com>, <bingcflores@yahoo.com>, <sanflores40@yahoo.com>, <Hrmo2015@yahoo.com>, <ryg_1480@yahoo.com>, <johntetyrsii@yahoo.com>, <jaojao_05@yahoo.com>, "Allan Jumud" <aljumz11@yahoo.com>, "Mitch Limpot" <mitch2552080@gmail.com>, <joselaarne_lituanas@yahoo.com>, <spens_er@yahoo.com>, <lionelmaandigjr@yahoo.com>, <pers_mcread@yahoo.com>, <johnmc66@gmail.com>, <asif_0612@yahoo.com>, <sdcmacbon@yahoo.com>, <magallanesantoinette123@gmail.com>, <ram_martinez35@yahoo.com>, <pmelicorjr@yahoo.com>, <lamarmenchavez@gmail.com>, <njeanlime@yahoo.com>, <Hrmo@yahoo.com>, <andres.ompoc@yahoo.com>, <pahang_ronald@yahoo.com>, <palle_francis@yahoo.com>, "RUDYLIA PARREL" <rparrel@dbm.gov.ph>, "Maisie Quidella" <hrmo.opol@gmail.com>, <sweetjoan@yahoo.com>, <judyremetillo@yahoo.com>, "Antonio Resma Jr" <ton_resma@yahoo.com.ph>, <rjomsacala@gmail.com>, "Melchora Salvaña" <melchorasalvaa@gmail.com>, <badette.ps@yahoo.com>, <1020fe@gmail.com>, <ravila_55@yahoo.com>, <jinggaybale@yahoo.com>, "nikki sumile" <sumile.nikki@gmail.com>, <lordes_ritz_maynard@yahoo.com.ph>, <CHRISTINEGRACE.TAHUD@deped.gov.ph>, <bltapuyao@yahoo.com>, <materesatuburan@gmail.com>, <RizalinaValle@dti.gov.ph>, <mtvallejos2000@yahoo.com>, <dods_russ@yahoo.com>, <glynisyap@gmail.com>, <kibawe.lgu@gmail.com>, <cecilia_alim@yahoo.com>, <annallera2003@yahoo.com>, <elsabaconguis99@gmail.com>, <julieto_barinque200@yahoo.com>, <talakagmun.adsoffice@gmail.com>, <zkpalma@gmail.com>, <maryflor299@gmail.com>, "Locay Caballes" <doncals_1507@yahoo.com>, <taizambaba@gmail.com>, <josafatcaipang@gmail.com>, <aocalunod@gmail.com>, <gilbertcasinabe@gmail.com>, <ligayaciervo.Lc@gmail.com>, <cenilcortes@yahoo.com>, <dahinoh@yahoo.com>, <lucy_salpid@yahoo.com>, <kayedevilla@gmail.com>, <devezavisminda@yahoo.com>, <arlyn.estela@yahoo.com>, <stanforts26_76@yahoo.com>, <gcwd_1974@yahoo.com.ph>, <mariogalon@yahoo.com>, <mfwd_buk@yahoo.com>, <marklemuelgarcia@gmail.com>, <abegillaco@yahoo.com.ph>, <gimaymartines23@gmail.com>, "Paterno Gregorio" <gregoriopaterno@gmail.com>, <gumaling_venus@yahoo.com>, <cathleengutana@yahoo.com>, <ruben_jael2002@yahoo.com>, <kitlandar@gmail.com>, <dory_lace@yahoo.com>, <cecilialendon@gmail.com>, <estelita_lilangan2008@yahoo.com>, <shielamae_montalba@yahoo.com>, <charito_123122@yahoo.com>, <maxellblue2007@yahoo.com>, <el_manuel777@yahoo.com>, <kenth_philp@yahoo.com>, <senallimlucena@gmail.com>, <miclaire2@yahoo.com>, <sampagardamulog@yahoo.com>, <treas8718@yahoo.com.ph>, <moralespri@yahoo.com>, <jimnams@yahoo.com>, <evelynnara@gmail.com>, <evelynnara0@gmail.com>, <tesnaybe@yahoo.com>, <lnebsioma@gmail.com>, <epobuyes@yahoo.com>, <cyber_olwin@yahoo.com>, "Jo pendz" <justjam2014@gmail.com>, <cecily.cabilbil@yahoo.com>, <pailden.mariaelena27@gmail.com>, "OHRM LGU Talakag" <ohrm_lgutalakag@yahoo.com>, <pamelaivy94@gmail.com>, <michaelpia929@gmail.com>, "Liv Gayramon" <liv_guapa@yahoo.com.ph>, <buksuhrdu@gmail.com>, <cutiesoohbabes@gmail.com>, "LGU Impasugong HRMO" <lguimpasugonghrmo@gmail.com>

Cc:

Greetings from the Civil Service Commission!

As part the Commission's mandate in Human Resource Development, we wish to invite participants from your agency to our training programs for the month of February 2018 at Grand Caprice Restaurant, Limketkai Center, Lapasan, Cagayan de Oro City.

Below are the training programs we are offering for the month of February 2018:

<p>Supervisory Development Course (SDC) Module 1: Personal Effectiveness</p> <p>February 8-9, 2018</p> <p>Quota: 60 participants only</p>	<p><i>This module provides the structure for supervisors to re-examine their attitudes towards themselves, their career and other people. It assists them to achieve better focus in there and challenges them to adopt new ways of thinking and doing.</i></p>
<p>Orientation Program for New Employees (OPEN)</p> <p>February 19-20, 2018</p>	<p><i>A 2-day course designed to welcome new entrants and provide them guidance by giving them an orientation on Employee Welfare and Benefits such as</i></p>

<p>Quota: 25 participants only</p>	<p><i>the different types of Leave, GSIS, PagIBIG, and PhilHealth. For them to be aware of employee conduct and discipline, RA 6713-The Code of Conduct and Ethical Standards for Public Officials and Employees and RA 9485-The Anti Red Tape Act of 2007 will also be discussed.</i></p>
<p>Basic Customer Service Skills (BCSS) February 27-28, 2018 Quota: 25 participants only</p>	<p><i>Customer service is the organization's responsiveness to the needs of customers. It is service that combines technical knowledge and professional attitude with friendliness and courtesy toward customers.</i></p>

To reserve a slot, participants from your agency should register online using this link for the mentioned training program:

Supervisory Development Course (SDC) Module 1: Personal Effectiveness

<https://docs.google.com/forms/d/e/1FAIpQLSfdHpjYIO6atl3fSTF6W2AqDm2ljtMveaQ9Src6mGNm2lkmBQ/viewform?edit>

Orientation Program for New Employees (OPEN)

<https://docs.google.com/forms/d/1siu0C-u7AzJJokAO3XmBnNpzh1DAFFwq49Wgzl15uhU/edit>

Basic Customer Service Skills (BCSS)

https://docs.google.com/forms/d/e/1FAIpQLSfkDELdAH_4t_468NumwYh4k2TdM-gnhrM-YzRLCyCY9yCTBg/viewform?edit

The training fee is P4, 000.00 for the two-day event inclusive of training kit, daily lunch, and AM/PM snacks.

We value your usual support and cooperation as our partner in providing learning and development interventions to your employees.

Our Formal letter of Invitation signed by our Regional Director will follow. If you have queries, feel free to call us through our contact information below.

Thank you.