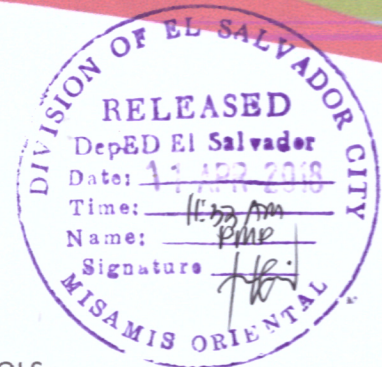


DIVISION ADVISORY
No. 011, s. 2018



To: DIVISION CHIEFS
EDUCATION PROGRAM SUPERVISORS
EDUCATION PROGRAM SPECIALISTS
ADMINISTRATIVE OFFICERS
SCHOOL HEADS, PUBLIC ELEMENTARY SCHOOLS
SCHOOL HEADS, PUBLIC SECONDARY SCHOOLS
DIVISION OFFICE PERSONNEL

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: CSC Training Schedule for the Month of April 2018

Date: March 27, 2018

1. The field is hereby informed of the Civil Service Commission's Training Schedule for the Month of April 2018.

2. Below are the training program offerings for the month of April 2018:

TRAINING/SEMINAR	TARGET PARTICIPANTS	QUOTA	DATE
2017 Rules on Administrative Cases of the Civil Service	HRMOs, HRMPs, Office Legal Consultants, Grievance Committees, Head of Offices and all interested government officials	50 participants only	April 3-4, 2018
Values Orientation Workshop	All interested government officials	25 participants only	April 10-11, 2018
Appreciation of Leave Credits	HRMOs, MRMPs, Admin, Officers and Accountants		April 17-18, 2018
Basic Customer Service Skills	All interested Government Officials	25 participants only	April 23-24, 2018

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Person Concerned, Records Section-Memorandum

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TRAINING/SEMINAR	TARGET PARTICIPANTS	QUOTA	DATE
Supervisory Development Course Module II: "Making a Difference through Leadership"	Middle Managers, First-line Supervisors	25 participants only	April 26-27, 2018

3. A Training fee of P 4, 400.00 / participant inclusive of Training Kit, lunch and snacks may be chargeable against local / MOOE Fund (depending on availability of funds) subject to accounting rules and regulations.
4. For inquiries contact the CSC Human Resource Division 855-0397 / CSC Region 10 858-7563 and cellphone no.09177110406.
5. For information and wide dissemination.

Copies Furnished:
Person Concerned, Records Section-Memorandum

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