



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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**Office of the Schools  
Division Superintendent**

DIVISION ADVISORY  
No. 012, s. 2022  
January 27, 2022

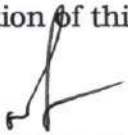
*In compliance with DepEd Order No. 8, s. 2013,  
this Advisory is issued not for endorsement as per DO No. 28, 2001  
but for the information of DepEd Officials, Personnel Staff and the concerned public  
(visit <https://depedelsalvadorcity.net>)*

**LEARNING AND DEVELOPMENT TRAINING INVITATION**

The Civil Service Commission Region 10 is inviting teachers, non-teaching personnel, and administrators to join the **LEARNING AND DEVELOPMENT TRAINING INVITATION** on February- December 2022, via Zoom Platform.

Participation shall be subject to the *no-disruption-of-classes policy* stipulated in DepEd Order No. 09, s. 2005 entitled *Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith*.

Immediate and wide dissemination of this Advisory is desired.

  
**OLGA C. ALONSABE, PhD, CESE**  
Schools Division Superintendent

Encl: ..  
As stated  
Reference:  
CSC Regional Office Issuances

To be indicated in the Perpetual Index  
under the following subjects:

TRAINING PROGRAMS

SGOD/HRD/MPM





## TRAINING INVITATION February 2022 to December 2022

Greetings from the Civil Service Commission Region 10!

As part of the Commission's mandate in Human Resource Development, we wish to invite interested participants to our Training Programs for the months of **February 2022 to December 2022** scheduled (see attached table).

All the training courses will be conducted **on-line via ZOOM platform** and some of the workshop/activities for the said training course will require you to use a Laptop or a Personal Computer and a strong internet connection.

### TRAINING REGISTRATION:

To reserve a slot, participants should register online through the link provided. The registration link will only accept responses two (2) months prior to its scheduled date (Example: May 2022 training courses will accept responses on March 1, 2022). *Except for the month of February and March which will be opened right after this advisory.*

### TARGET PARTICIPANTS

Registration will be accepted **First Come, First-Served Basis, subject for approval based on Target Participants**. Only **90 participants** per training will be accommodated since this is the maximum participants that can be directly accommodated at the Zoom platform.

**Priority will be given to Region X government employees.** Acceptance of participants coming from other regions will be subject to the condition that a similar training is not offered by the CSC regional office where the participant belongs.

### PAYMENT:

Once the registration is approved, a confirmation email with payment details will be sent to the participant. Please do not make any deposits/payment if no confirmation is received.

Cancellation of registration will be imposed, if there will be no payment two (2) weeks prior to the scheduled training. If payment is delayed, you may inform this office before the deadline by sending proof such as unsigned vouchers, ADA that is not yet received by the bank, or any document that will prompt this office that we will not cancel your registration (Internal Office Memorandum not included).

***In the event that you have already paid but you were unable to finish the course, the office will not issue a refund. Instead, you will just be given a Certificate of Appearance for your reimbursement purposes.***

## **ZOOM LINK:**

The Zoom Link will be emailed to the registered email addresses of the approved participants for the training program two (2) weeks before the training or upon receipt of payment.

## **OTHER CONCERNS**

For concerns with regards to our training program, feel free to contact us through our contact information below:

Telephone no: (088) 858-7563  
Cell Phone No. 0917-879-8465  
email address: [hrdcsc10.training@gmail.com](mailto:hrdcsc10.training@gmail.com)

Participants are advised to keep themselves updated for information pertaining to the conduct of all our training programs by always checking their email address and keeping their phone lines open.

Also, advisories and other important news/updates will be posted on our Facebook Page. You may like/follow us through this link <https://goo.gl/qsj8xM>

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

This serves as our Official Invitation.

Thank you.

  
GRADE R. BELGADO-SAQUETON, CPA  
Director IV

January 19, 2022

Civil Service Commission  
Regional Office no.10  
2022 First and second Semester Learning and Development Plan

\*\*Scheduled dates will change without prior notice

TITLE OF THE PROGRAM	TARGET PARTICIPANTS	TYPE OF PROGRAM	no. of days	Date From	Date To
<b>FEBRUARY 2022</b>					
Supervisory Development Course Module II	Employees handling Supervisory Functions	Leadership Development Program	2	Feb 15, 2022	Feb 17, 2022
SW on PRAISE and HAP	HRMPS	HRM Professional Development Program	2	Feb 22, 2022	Feb 24, 2022
<b>MARCH 2022</b>					
Supervisory Development Course Module III	Employees handling Supervisory Functions	Leadership Development Program	2	Mar 15, 2022	Mar 17, 2022
2017 Rules on Administrative Cases in the Civil Service	Legal Officers, HRMPs, Administrative Officers & Heads of Offices	HRM Professional Development Program	2	Mar 22, 2022	Mar 24, 2022
<b>APRIL 2022</b>					
Omnibus Rules On Appointment and Other Personnel Actions (ORAOHRA)	HRMPs, Admin Officers and other employees handling HR Functions	HRM Professional Development Program	2	Apr 06, 2022	Apr 08, 2022
Supervisory Development Course Module I	Employees handling Supervisory Functions	Leadership Development Program	2	Apr 26, 2022	Apr 28, 2022
<b>MAY 2022</b>					
Supervisory Development Course Module 4	Employees handling Supervisory Functions	Leadership Development Program	2	May 17, 2022	May 19, 2022
<b>JUNE 2022</b>					
Supervisory Development Course Module II	Employees handling Supervisory Functions	Leadership Development Program	2	Jun 28, 2022	Jun 30, 2022
<b>JULY 2022</b>					
Supervisory Development Course Module III	Employees handling Supervisory Functions	Leadership Development Program	2	Jul 19, 2022	Jul 21, 2022
<b>AUGUST 2022</b>					
Anti-Sexual Harassment for CODI Members	Legal Officers, CODI Members, HRMPs	HRM Professional Development Program	2	Aug 16, 2022	Aug 18, 2022
Leave Administration Course for Effectiveness ( LACE)	HRMPs, Administrative Officers, & other employees handling leave	HRM Professional Development Program	2	Aug 24, 2022	Aug 26, 2022
<b>OCTOBER 2022</b>					
Basic Customer Service Skills	First Level Employees	Foundation Program	2	Oct 18, 2022	Oct 20, 2022
<b>NOVEMBER 2022</b>					
Omnibus Rules On Appointment and Other Personnel Actions (ORAOHRA)	HRMPs, Admin Officers and other employees handling HR Functions	HRM Professional Development Program	2	Nov 15, 2022	Nov 17, 2022
2017 Rules on Administrative Cases in the Civil Service	Legal Officers, HRMPs, Administrative Officers & Heads of Offices	HRM Professional Development Program	2	Nov 08, 2022	Nov 10, 2022
<b>DECEMBER 2022</b>					
Supervisory Development Course Module I	Employees handling Supervisory Functions	Leadership Development Program	2	Dec 14, 2022	Dec 16, 2022