



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

FEB 11 2020

**ADVISORY**

No. 40, s. 2020

To: **All Schools Division Superintendents  
& Chiefs of Regional Functional Divisions**

From: **The Regional Director**

Subject: **2020 CSCRO3 Learning and Development (L & D) Plan**

1. This is to announce the Civil Service Commission Regional Office III Learning and Development Plan for FY 2020, reflecting the series of training programs for the holistic development of public servants.
2. Interested participants are requested to fill out the registration form and email the same to the specified email address.
3. Enclosed is the emailed communication from the CSCRO3 for the details of the L & D activities.

**NICOLAS T. CAPULONG, PhD, CESO V**  
Director III  
Officer-In-Charge  
Office of the Regional Director

HRDD1/hrdd5  
February 5, 2020



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





**Civil Service Commission Regional Office No. 3**

City of San Fernando, Pampanga

**TRAINING NOMINATION FORM**

Instruction: Please fill-out the form and email to [cscro3hrd@gmail.com](mailto:cscro3hrd@gmail.com) [Redacted] Thank you.

Title of Training Program: \_\_\_\_\_ Date/s: \_\_\_\_\_

Agency: \_\_\_\_\_ Contact Number: \_\_\_\_\_

NOTE: Schedule and venue may change depending on the number of participants confirmed. It will be confirmed 5-7 days before the scheduled training.

Name	Nickname	Position	Mobile Numbers	Email Address

Submitted by: \_\_\_\_\_  
Name and Signature of Agency Head

Official Receipt No. \_\_\_\_\_

Date: \_\_\_\_\_

**REGISTRATION POLICY:**

1. Slots are on first come, first serve basis.
2. Training slots shall only be confirmed **upon accomplishment and submission of nomination form and proof of payment** at least two weeks prior to the date of training.
3. Submission of this form is not a guarantee of confirmation. Only those who have paid shall be confirmed.
4. No cancellation will be made after confirmation. In other words, this Office will demand payment regardless of non-attendance. However, substitutes are allowed only when there is a verbal/written notice to CSCRO3-HRD at least five (5) working days prior to the date of training.
5. Please take note that after payment has been made, there will be no refund for cancellation and non-attendance.

**PAYMENT:**

1. For check payment, please make check payable to: CSC Regional Office 3
2. Please deposit payment to:  
Account Name: CSCRO3 Training Fund  
Bank/Branch: Land Bank of the Philippines San Fernando West  
Account Number: 3772-1006-03
3. Please email to [cscro3hrd@gmail.com](mailto:cscro3hrd@gmail.com) [Redacted] proof of payment/deposit slip.
4. For LDDAP-ADA payment, kindly deposit to the above cited account and present the LDDAP-ADA Form duly received by Land Bank of the Philippines to CSCRO3/CSC Field Office for the issuance of Official Receipt.

February	The Latest CS Laws, Rules and Decisions	Feb 13-14, 2020	4,500.00	TBA
	Supervisory Development Course Track 1	Feb 19-21, 2020	6,000.00	TBA
	Promoting Harmony in the Workplace (PSU)	Feb 27-28, 2020	4,500.00	TBA
March	Seminar on Anti-Sexual Harassment	March 13, 2020	3,500.00	TBA
	Supervisory Development Course Track 2	March 17-19, 2020	6,000.00	TBA
	PRIME-HRM Seminar Workshop	March 26-27, 2020	4,500.00	TBA
April	Leave Administration Course for Effectiveness (LACE)	April 16-17, 2020	4,500.00	TBA
	Continuing Professional Education for HRMPs	April 22-24, 2020	To be announced	
	Coaching and Mentoring for Supervisors	April 29-30, 2020	4,500.00	TBA
May	Customer Relations Management Training	May 5-6, 2020	4,500.00	TBA
	Rules on Administrative Cases in the Civil Service	May 18-19, 2020	4,500.00	TBA
	Public Service Values Program	May 29, 2020	3,500.00	TBA
June	Personality Development: Towards Personal and Professional Success	June 4, 2020	3,500.00	TBA
	Basic Essentials in Rendering Quality Driving and Utility Services	June 19, 2020	3,500.00	TBA
	Supervisory Development Course Track 3	June 24-26, 2020	6,000.00	TBA
July	Training on Appointments	July 7-8, 2020	4,500.00	TBA
	Creating your Agency's Customer Service Brand	July 16-17, 2020	4,500.00	TBA
	Supervisory Development Course Track 1	July 28-30, 2020	6,000.00	TBA
August	Customer Relations Management Training	August 6-7, 2020	4,500.00	TBA
	Leave Administration Course for Effectiveness (LACE)	August 13-14, 2020	4,500.00	TBA
	Achieving Work Life Balance	August 19-20, 2020	4,500.00	TBA
	Supervisory Development Course Track 2	August 26-28, 2020	6,000.00	TBA
Oct.	Pre-Retirement Planning	October 8-9, 2020	4,500.00	TBA
	Gender Sensitivity Training	October 23, 2020	3,500.00	TBA
	Public Service Ethics and Accountability	October 29-30, 2020	4,500.00	TBA
Nov.	Recruitment, Selection and Placement Strategies for HR Practitioners	November 4-5, 2020	4,500.00	TBA
	Supervisory Development Course Track 3	November 11-13, 2020	6,000.00	TBA
	Promoting Harmony in the Workplace (PSU)	November 19-20, 2020	4,500.00	TBA
	Public Service Values Program	November 26, 2020	3,500.00	TBA

#### Training Packages

Duration	Package Fee	Number of Participants
1 Day	P35,000.00	20 minimum
2 Days	P45,000.00	40 maximum
3 Days	P55,000.00	

*\*Inclusive of training materials, kits, training certificates, honoraria of Subject Matter Experts, transportation and other incidental expenses. Rates are applicable within Region 3.*

Duration	Package Fee	Number of Participants
1 Day	P25,000.00	20 minimum
2 Days	P35,000.00	40 maximum
3 Days	P45,000.00	

*\*Inclusive of training certificates, honoraria of Subject Matter Expert, master copy of training handouts and other incidental expenses. Rates are applicable within Region 3.*