



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

**Office of the Schools Division Superintendent**

**Division Memorandum**

No. 59, s. 2021

**1<sup>st</sup> Quarter 2021 Learning and Development Schedule**

**To:** OSDS/CID/SGOD  
Public Elementary and Secondary School Heads  
All other concerned

1. The Schools Division's promotes Human Resources Development in cooperation with the Civil Service Commission Cordillera Administrative Region (CSC CAR) and it announces the conduct of its Learning and Development (L & D) programs scheduled for the 1<sup>st</sup> Quarter of CR 2021 as follows, to wit:

<b>Date</b>	<b>L&amp;D Program Title</b>	<b>No. of Hours</b>	<b>Type of L&amp;D</b>	<b>Course details and registration link</b>
March 10, 2021 10:00-12:00 NN 2:00-4:00 PM	Leadership Webinar on GEDSI and Managing Talents Across Generations	8	Leadership	<a href="https://forms.gle/krwpSmjKCGsACBQ96">https://forms.gle/krwpSmjKCGsACBQ96</a>
March 11, 2021 8:00-12:00NN				
March 16-17, 2021	Public Sector Unionism Orientation-Workshop for Managers	8	Leadership	<a href="https://forms.gle/STMb7RHteZR7XD6Y8">https://forms.gle/STMb7RHteZR7XD6Y8</a>

2. The L & D courses aim to provide a continuing development for government employees in their current jobs and prepare them for future higher roles and responsibilities.



**Address:** BCS Compound, Purok 2 Bulanao Norte, Tabuk City  
**Email:** tabuk.city@deped.gov.ph  
**Website:** <https://www.depedtabukcity.com>

3. A training fee indicated per program shall be collected from each participant to defray, among others, the cost of subscription for digital learning, utilities, communication, administration costs, and honoraria of Subject Matter Experts. You may pay the training fee at the CSC CAR Regional Office or the nearest Field Office or you may opt to deposit directly or send thru transfer to the CSC CAR'S Land Bank of the Philippines (LBP) Baguio Account Number 0222-0036-36 with the Civil Service Commission CAR as its account name and electronically send copy of the deposited slip/proof of payment to the CSC-CAR at [hrdcsc14@yahoo.com](mailto:hrdcsc14@yahoo.com).
3. Participants are advised to register thru the link stated above or accomplish and submit the attached confirmation slip and email it back to CSC CAR at [hrdcsc14@gmail.com](mailto:hrdcsc14@gmail.com).
4. Scheduled training programs maybe postponed or cancelled if the number of confirmed participants is less than the target number of participants. Hence, it is requested that interested agencies must confirm the attendance of their personnel earlier than the indicated deadlines for confirmation of participants. Confirmed participants shall be informed in case of cancellation or postponement at least three (3) days before the scheduled activity.
5. The CSC-CAR also conducts the following agency-based L & D courses upon request: 1) Seminar-Workshop on Effective Leave Administration; 2) Seminar on the Rules on Administrative Cases in the Civil Service; 3) Onboarding the New Entrants for Public Service (ONE); 4) Rules of Conduct and Ethical Behavior in the Civil Service (RA 6713); and 5) Basic Skills & Techniques for Customer Service Excellence. Please coordinate with the HRD for further details.
6. In the light of current restrictions imposed by the NIATF and Local IATF on the conduct of activities, which involve the gathering of people, the CSC-CAR shall conduct all of its L & D courses via the digital platform zoom.
7. For further inquiries you may call HRD at telephone number 074443-5981 or cellphone number 0908-885-1425

  
**IRENE S. ANGWAY PhD, CESO VI**  
Schools Division Superintendent 