

**DepEd Regional Advisory No. 023, s. 2022**  
**February 7, 2022**

In compliance with DepEd Order (DO) No. 8, s. 2013  
This advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
(Visit [deped.in/ro8issuances](http://deped.in/ro8issuances))

**CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII**  
**LEARNING AND DEVELOPMENT PLAN FOR CALENDAR YEAR 2022**

Attached is the Civil Service Commission Regional Office VIII Learning and Development Plan for Calendar Year 2022.

Relative to this, Civil Service Commission Regional Office VIII invites school leaders and teachers to avail of the said professional development programs.

Participation of public and private schools shall be subject to the no-disruption-of classes policy stipulated in DepEd Order No. 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance therewith and the policy on off-campus activities stated in DepEd Order No. 66, s. 2017.

More information may be inquired from:

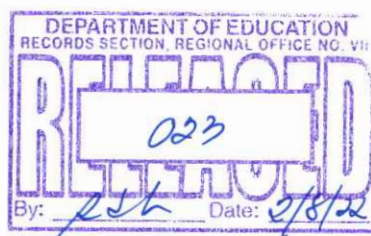
**Civil Service Commission Regional Office VIII**

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Considering that this is an Advisory, Schools Division Superintendents are given the discretion to act on this matter.

HRDD-RVR  
✓ DepEd RO8 ATA-F21 (CY2018-v03-r00) ✓





OFFICE OF THE DIRECTOR IV  
 03 FEB 2022 11:15  
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DEPARTMENT OF EDUCATION  
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 RECORDS SECTION REGIONAL OFFICE NO. VIII  
 FEB 08 2022  
 BY: [Signature] TIME: 9:00

**Civil Service Commission Regional Office VIII**

**LEARNING AND DEVELOPMENT PLAN FOR CALENDAR YEAR 2022**

Dates		Course Title	Course Description	Target Participants	Curriculum	Registration
From	To				Area	Fee
<b>First Semester</b>						
02/02/22	02/03/22	Public Service Ethics and Accountability for Leaders <i>(via Webinar Format)</i>	The training is designed to promote more ethical and accountable service to the public and their leaders and to empower participants to work with their staff and the public to make the public service work culture more friendly, participative, efficient and effective.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱2,400.00
02/15/22	02/18/22	Supervisory Development Course (SDC), Track 1 <i>(via Webinar Format)</i>	The Course aims to upgrade the managerial and supervisory knowledge and skills of first-line supervisors in responding to the requirements of their job.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱4,800.00
03/09/22	03/10/22	Seminar on the Enhanced Leave Administration Course for Effectiveness (ELACE) <i>(via Webinar Format)</i>	The Course aims to provide necessary insights to government employees on the various CSC laws, rules and regulations on leave as well as guide the Human Resource Management Officers and other HRM practitioners on how to properly apply the various CSC laws, rules and regulations on leave to certain situations observed in the agency.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Technical	₱2,400.00
03/21/22	03/25/22	Supervisory Development Course (SDC), Tracks 2 & 3 <i>(via Webinar Format)</i>	The Course aims to enhance the managerial capabilities of supervisors to ensure sustainability efforts directed towards employee empowerment in the service. It includes modules on leadership; how to spark exceptional performance, making powerful winning presentations and making meetings productive.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱6,000.00
04/06/22	04/07/22	Seminar on the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA), Revised 2018 <i>(via Webinar Format)</i>	The training aims to articulate the salient features of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA), Revised 2018, discuss the various procedures in the preparation of the appointments using the revised forms, and interpret the revised policy uniformly.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱2,850.00 (with Training Kit)
04/20/22	04/21/22	Seminar on the 2017 Rules on Administrative Cases in the Civil Service (RACCS) <i>(via Webinar Format)</i>	The Seminar is designed to discuss the update of the procedural guidelines for the disposition of disciplinary and non-disciplinary cases. It is also aimed at ensuring consistency, predictability, and stability - values which are integral in upholding the rule of law. It also affords government workers fair treatment and protects them from being victimized by political biases, persecution, and personal whims.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMPs with staff under them	Technical	₱2,850.00 (with Training Kit)

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05/04/22	05/05/22	Seminar-Workshop on Coaching and Mentoring <i>(via Webinar Format)</i>	The Course is designed to equip leaders and managers with the purpose, principles and practices of mentoring and coaching that will enable them to develop the necessary competencies to effectively mentor and coach others.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱2,400.00
05/17/22	05/20/22	Supervisory Development Course (SDC), Track 1 <i>(via Webinar Format)</i>	The Course aims to upgrade the managerial and supervisory knowledge and skills of first-line supervisors in responding to the requirements of their job.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱4,800.00
06/01/22	06/02/22	Developmental Training for Administrative and Support Staff (DTPASS) <i>(via Webinar Format)</i>	The Course is designed to provide the agency's administrative and support staff with the needed competencies in systematically organizing and maintaining a clean and orderly workplace as well as promote and cultivate efficient and effective working environment	Agency Administrative and Support Staff, including Human Resource Management Practitioners	Technical	₱2,400.00
06/13/22	06/17/22	Supervisory Development Course (SDC), Tracks 2 & 3 <i>(via Webinar Format)</i>	The Course aims to enhance the managerial capabilities of supervisors to ensure sustainability of services directed towards employees' empowerment in the service. It includes modules on leadership, how to spark exceptional performance, making powerful winning presentations and making meetings productive.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱6,000.00
06/29/22	06/30/22	2022 Regional Congress of HRMPs <i>(via Webinar Format)</i>	The 3-day 2022 Regional Congress of Human Resource Management Practitioners (HRMPs) will enable government executives in Eastern Visayas, specifically the heads of NGAs and GOCCs, presidents of SUCs/LUCs, local Chief Executives and their Vice, HRM Officers and staff and all HRM practitioners to share insights on Human Resource Management (HRM) and help government agencies be able to align their own practices with the "global trends" and issues in Human Resource Management and Leadership.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Human Resource Management Practitioners (HRMPs)	Leadership & Management	₱2,500.00
<b>Civil Service Commission Regional Office VIII</b> Second Semester						
07/13/22	07/14/22	Basic Customer Service Skills (BCSS) <i>(via Webinar Format)</i>	The Course is designed to enhance the competencies of all government employees in providing customer services that are attuned to the existing statutory as well as CSC laws, rules and regulations	Line Managers/ Supervisors, HRMOs, Rank-and-File Employees providing frontline services	Technical	₱2,400.00
07/26/22	07/29/22	Supervisory Development Course (SDC), Track 1 <i>(via Webinar Format)</i>	The Course aims to upgrade the managerial and supervisory knowledge and skills of first-line supervisors in responding to the requirements of their job.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱4,800.00
08/09/22	08/12/22	Developmental Training for Administrative and Support Staff (DTPASS) <i>(via Webinar Format)</i>	The Course is designed to provide the agency's administrative and support staff with the needed competencies in systematically organizing and maintaining a clean and orderly workplace as well as promote and cultivate efficient and effective working environment	Agency Administrative and Support Staff, including Human Resource Management Practitioners	Technical	₱2,400.00

08/22/22	08/26/22	Supervisory Development Course (SDC), Tracks 2 & 3 <i>(via Webinar Format)</i>	The Course aims to enhance the managerial capabilities of supervisors to ensure sustainability efforts directed towards employee empowerment in the service. It includes modules on leadership; how to spark exceptional performance, making powerful winning presentations and making meetings productive.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱6,000.00
09/06/22	09/07/22	2022 Service Excellence Summit for Leaders (SESL) <i>(via Webinar Format)</i>	The two-day 2022 Service Excellence Summit for Leaders (SESL) will enable government executives in Eastern Visayas, specifically the heads of NGAs and GOCCs, presidents of SUCs/LUCs, Local Chief Executives and their Vice, HRM Officers and staff, and all HRM practitioners to broaden their insights on Leadership and Human Resource Management (HRM), as well as help their agencies benchmark on the best practices of agencies which achieved excellence in human resource and organizational development.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Human Resource Management Practitioners (HRMPs)	Leadership & Management	₱2,500.00
09/28/22	09/29/22	Seminar-Workshop on Coaching and Mentoring <i>(via Webinar Format)</i>	Designed to equip leaders and managers with the purpose, principles and practices of mentoring and coaching that will enable them to develop the necessary competencies to effectively mentor and coach others.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱2,400.00
10/11/22	10/14/22	Supervisory Development Course (SDC), Track 1 <i>(via Webinar Format)</i>	The Course aims to upgrade the managerial and supervisory knowledge and skills of first-line supervisors in responding to the requirements of their job.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱4,800.00
10/26/22	10/27/22	Public Service Values Program <i>(via Webinar Format)</i>	The Course is designed to define the culture which in turn drives the performance and accomplishments of an organization. The stronger the manifestations of the shared values, the stronger the culture becomes. And the stronger the culture, the higher the performance and accomplishments of the organization.	Line Managers/ Supervisors, HRMOs, Rank-and-File Employees providing frontline services	Foundation	₱2,400.00
11/09/22	11/10/22	Public Service Ethics and Accountability for Leaders <i>(via Webinar Format)</i>	The training is designed to promote more ethical and accountable service to the public and their leaders and to empower participants to work with their staff and the public to make the public service work culture more friendly, participative, efficient and effective.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱2,400.00
11/21/22	11/25/22	Supervisory Development Course (SDC), Tracks 2 & 3 <i>(via Webinar Format)</i>	The Course aims to enhance the managerial capabilities of supervisors to ensure sustainability efforts directed towards employee empowerment in the service. It includes modules on leadership; how to spark exceptional performance, making powerful winning presentations and making meetings productive.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱6,000.00

12/07/22	12/08/22	Seminar on the Enhanced Leave Administration Course for Effectiveness (ELACE)  (via Webinar Format)	The Course aims to provide necessary insights to government employees on the various CSC laws, rules and regulations on leave as well as guide the Human Resource Management Officers and other HRM practitioners on how to properly apply the various CSC laws, rules and regulations on leave to certain situations observed in the agency.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Technical	₱2,400.00
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The Civil Service Commission Regional Office No. VIII also offers the following trainings as requested by other agencies via the webinar format:

- Values Orientation Workshop
- Pre-Retirement Counselling
- Public Service Values Program
- Seminar on Gender Equality, Disability, and Social Inclusion (GEDSI) Mainstreaming in the Workplace
- Developmental Training Program for Administrative Support Staff
- Basic Customer Service Skills
- Public Service Ethics & Accountability for Leaders
- Enhanced Leave Administration Course for Effectiveness
- Four Cs of Change
- Strategic Human Resource Management
- Seminar-Workshop on the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)
- Seminar-Workshop on the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (2017 ORA OHRA)
- Seminar on Appointments and Leave for Budget Officers, Accountants and Treasurers



CIVIL SERVICE COMMISSION  
 Republic of the Philippines

## Civil Service Commission Regional Office VIII