



2 January 2025

BENJAMIN D. PARAGAS
 Director IV, Regional Director
 Department of Education - Regional Office No. 2
 Carig Highway, Tuguegarao City

MEMORANDUM		Date: 1-31-25	Released/Records: hcd
To: (x) PSDS/DICs	(x) Elem/Sec School Heads		
(x) Private Schools	(x) Others:		
For: (x) Information	(x) Dissemination		
(x) Guidance	() Strict Compliance		
ORLANDO E. MANUEL PhD., CESO V Schools Division Superintendent			
By: [] [] [] [] [] [] [] [] [] []	Signature: <i>[Signature]</i>		

Dear Director Paragas

The Civil Service Commission Regional Office II (CSC RO II) warmly invites your organization to embark on a meaningful and impactful learning journey this first quarter of 2025.

In line with the CSC's Vision - "By 2030, the CSC shall be the leader in empowering people and organizations in HR and OD, and in serving the public through streamlined and digitalized services" - we offer a wide array of Learning and Development (L&D) programs designed to enhance the professional and personal development of public servants, equipping them with competencies and mindset to deliver exceptional public service.

We have attached our First Quarter Training Calendar for your reference.

Take advantage of our regionwide training sessions by registering online at <http://www.cscdos.rf.gd/trainingschedule>. Slots are limited and will be allocated on a first-come, first-served basis.

To confirm, please upload the proof of payment (e.g., official receipt, deposit slip, or fund transfer confirmation) at least five (5) days before the training. You may choose from the following payment options:

- Cash paid directly at the CSC Regional Office II or any of its Field Offices.
- Bank Deposit to the CSC RO II Landbank of the Philippines Account
 Account Name: Civil Service Commission
 Account Number: 0122-1001-89
 Bank: Land Bank of the Philippines (LBP), Tuguegarao Branch
- Fund Transfer through any bank or e-payment platform.

Registration fees cover meals (lunch, AM-PM snacks), training kits, and a certificate of completion.

For more information, you may contact our Learning and Development Coordinators via CP No. 09544655151 or email address: ro2hrd@csc.gov.ph

Together, let's create a more empowered
 the quality of public service delivery.

To: Schools Division Superintendents
 All Others Concerned

For information and appropriate action of participants who will be attending the different programs offered.

For information and appropriate action.

[Signature]
ATTY. MARITES P. LAPPAY
 Director IV

BENJAMIN D. PARAGAS PhD., CESO III
 Director IV, Regional Director

[Signature]
ATTY. JOSE MARIO M. MACARILAY
 Chief Administrative Officer
 Administrative Services Division

FILED
 JAN 20 2025
 REGIONAL OFFICE NO. 2
 TUGUEGARAO CITY



TRAINING CALENDAR

REGION II *1st Quarter 2025*

FEBRUARY 4 - 6

Online Supervisory Development Course Track I (SDC I)

Course Type: 24 hours Leadership
Mode: Online

Target Participants: Emerging Leaders and Supervisors
Program Fee: PHP 5,400.00

FEBRUARY 12 - 14

Learning Intervention to Guide, Help and Teach (LIGHT) the HAP Nominees & Nominators

Course Type: 24 hours Technical
Mode: Face-to-face

Target Participants: HRMO and HAP agency writers
Program Fee: PHP 7,500.00

FEBRUARY 11

Public Service Values Program (PSVP)

Course Type: 8 hours Foundation
Mode: Online

Target Participants: Open to all interested participants
Program Fee: PHP 1,500.00

FEBRUARY 18 - 20

Alay sa Bayan

(Induction Program for New Entrant in the Government)

Course Type: 24 hours Foundation
Mode: Face-to-Face

Target Participants: Newly employed government officials and employees
Program Fee: PHP 7,500.00

FEBRUARY 26

Code of Conduct and Ethical Standards for Public Officials and Employees (RA 8713) Microlearning

Course Type: 4 hours Technical
Mode: Online (Microlearning)

Target Participants: Open to all interested participants
Program Fee: PHP 500.00

MARCH 10-11

Integrated Course for Attaining Responsive and Excellent Service in the Government (I-CARE)

Course Type: 16 hours Technical
Mode: Face-to-Face

Target Participants: Open to all interested participants
Program Fee: PHP 5,000.00

MARCH 4 - 6

Supervisory Development Course Track I (SDC I)

Course Type: 24 hours Leadership
Mode: Face-to-Face

Target Participants: Emerging Leaders and Supervisors
Program Fee: PHP 8,400.00

MARCH 17 - 21

Supervisory Development Course Track II & III (SDC II & III)

Course Type: 40 hours Leadership
Mode: Face-to-Face

Target Participants: Must have completed SDC I training
Program Fee: PHP 14,000.00



Human Resource Division

**Empowering Learners:
Building Leaders:**
Join our L&D Programs!

Phone 09-44655151

email hrd@csd.gov.ph

Address Tuguegarao City, Cagayan

Register Now! csdos.net/training