

07 January 2026

ORLANDO E. MANUEL, PhD, CESO V
 Schools Division Superintendent
 Department of Education - SDO Nueva Vizcaya
 Bayombong, Nueva Vizcaya



Dear **Superintendent Manuel**:

We are pleased to invite your esteemed organization to take part in a dynamic and transformative learning journey in the first quarter of 2026.

In line with the Civil Service Commission's Vision- "By 2030, the CSC shall be the leader in empowering people and organizations in Human Resource and Organizational Development, and in serving the public through streamlined and digitalized services"—the Learning & Development (L&D) offerings for the first quarter of 2026 are designed to enhance competencies, strengthen leadership and organizational development, and promote excellence in public service.

These programs, offered through online and face-to-face sessions, aim to address the evolving needs of government officials and employees by equipping them with relevant knowledge, skills, and values necessary for effective and responsive public service delivery.

For your guidance, the **2026 First Quarter Training Calendar** is attached. Interested participants may view the complete training schedule and register online at <http://www.cscdos.rf.gd/trainingschedule>.

Please be informed that training slots are limited and shall be accommodated on a **first-come, first-served basis**.

The registration fee may be paid at the CSC Regional Office II or any of its CSC Field Offices. The fee includes meals (lunch and AM/PM snacks), training materials, and a Certificate of Completion.

For further information or clarification, you may contact our training coordinators at CP No. 0954 365 5151 or via email at ro02.hrd@csc.gov.ph.

Very truly yours,


ATTY. MARITES P. LAPPAY
 Director IV

| | | | |
|---------------------------------------|---|---|--|
| MEMORANDUM | | Date: 1/30/2026 | Released (Records): |
| To: | <input checked="" type="checkbox"/> PSDS/DICs | <input checked="" type="checkbox"/> Elem/Sec School Heads | |
| | <input checked="" type="checkbox"/> Private Schools | <input checked="" type="checkbox"/> Others: | |
| For: | <input checked="" type="checkbox"/> Information | <input checked="" type="checkbox"/> Dissemination | |
| | <input checked="" type="checkbox"/> Guidance | <input checked="" type="checkbox"/> Strict Compliance | |
| ORLANDO E. MANUEL PhD., CESO V | | | |
| Schools Division Superintendent | | | |
| By: | <input type="checkbox"/> ASDS | <input type="checkbox"/> CID Chief | <input type="checkbox"/> SGOD Chief |
| | <input type="checkbox"/> AO | <input checked="" type="checkbox"/> Atty. | Signature:  |



TRAINING Calendar

FIRST QUARTER 2026

Empowering Learners. Building Leaders.



FEBRUARY 3-5

Supervisory Development Course Track I (SDC I)

Course Type: 24 hours Leadership

Mode: Online (Zoom)

Target Participants: Emerging Leaders and Supervisors

Program Fee: PHP 5,400

FEBRUARY 4-5

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

Course Type: 16 hours Technical

Mode: Face-to-Face (Tuguegarao City)

Target Participants: Human Resource Management Officers (HRMO) and HAP agency writers

Program Fee: PHP 5,000

FEBRUARY 10-12

Alay sa Bayan (ALAB)-Induction Program for New Entrants in the Government

Course Type: 24 hours Foundation

Mode: Face-to-Face (Tuguegarao City)

Target Participants: New government employees and all interested participants

Program Fee: PHP 7,500.00

FEBRUARY 18-19

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

Course Type: 16 hours Technical

Mode: Online (Zoom)

Target Participants: Open to all interested participants

Program Fee: PHP 3,000

MARCH 4-5

Seminar on the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA)

Course Type: 16 hours Technical

Mode: Online (Zoom)

Target Participants: Human Resource Management Officers/Practitioners, Head of Agency, Administrative Officers, HRMPSB Members, and all interested government employees

Program Fee: PHP 3,000

MARCH 10-11

Seminar on the 2025 Rules on Administrative Cases in the Civil Service (RACCS)

Course Type: 16 hours Technical

Mode: Online (Zoom)

Target Participants: Legal Officers/Practitioners, Head of Agency, and all interested government employees

Program Fee: PHP 3,000

MARCH 18-19

Personnel Engagement for Adequate Knowledge (PEAK) on Collective Negotiation Agreement(CNA)

Course Type: 16 hours Technical

Mode: Online (Zoom)

Target Participants: Public Sector Employees and Organization (PSEO) Officers, HRMOs, and SB Members in-Charge of Ethics/Governance

Program Fee: PHP 5,000

MARCH 25-27

Supervisory Development Course Tracks II-III (SDC 2 & 3)

Course Type: 40 hours leadership

Mode: Face-to-Face (Tuguegarao City)

Target Participants: Open to all interested SDC I completers

Program Fee: PHP 14,000

Register Now!

Limited slots
First-come, first-served

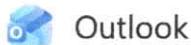
Scan the code or visit:
cscdos.net/training/schedule



📍 Tuguegarao City, Cagayan

📞 0954365515

✉️ ro02.hrd@csc.gov.ph



Outlook



Invitation to the 2026 First Quarter CSC Training Programs

From CSC RO II Field Office - Quirino Nueva Vizcaya <ro02.fo_quirinonuevaviscaya@csc.gov.ph>

Date Tue 1/27/2026 12:34 PM

To NUEVA VIZCAYA <nuevavizcaya@deped.gov.ph>; princes.aquitania@deped.gov.ph <IMCEAMAILTO-princes+2Eaquitania+40deped+2Egov+2Eph@apcprd03.prod.outlook.com>; cscreg2hrd <cscreg2hrd@gmail.com>; CSC RO II - Human Resource Division <ro02.hrd@csc.gov.ph>

You don't often get email from ro02.fo_quirinonuevaviscaya@csc.gov.ph. [Learn why this is important](#)

Good day!

We are pleased to inform your office of the **2026 First Quarter Training Calendar** of the Civil Service Commission, featuring a range of **Learning and Development (L&D) programs** designed to strengthen competencies, enhance leadership, and promote excellence in public service.

We highly encourage your office to **participate in these programs or nominate appropriate staff members** whose functions and professional development goals align with the available courses. Kindly note that **training slots are limited and will be accommodated on a first-come, first-served basis**. Trainings will be conducted through a mix of **online and face-to-face sessions** to ensure accessibility and flexibility.

Interested participants may view the complete training schedule and register online through this link: <http://www.cscdos.rfd/trainingchedule>

The registration fee may be paid at the CSC Regional Office II or any CSC Field Office.

For inquiries or further clarification, you may contact our training coordinators at **(0954) 365 5151** or via email at **r02.hrd@csc.gov.ph**.

We look forward to your participation and continued partnership in advancing public service excellence.

Thank you very much.

Very truly yours,
ATTY. MARITES P. LAPPAY
Director IV
Civil Service Commission

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