



LEARNING AND DEVELOPMENT PLAN FOR CALENDAR YEAR 2024

Dates		Course Title	Course Description	Target Participants	Curriculum Area	Registration Fee
From	To					
First Semester						
02/01/2024	02/02/2024	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 with the aim of providing excellent public service delivery.	Line Managers/ Supervisors, HRMOs, Rank-and-File Employees providing frontline services	Technical	₱2,400.00
02/13/2024	02/16/2024	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
03/12/2024	03/15/2024	Supervisory Development Program (SDP) Modules 1 & 2 <i>(via Face-to-Face Format)</i>	The Program aims to elevate the supervisors and managers to elevate their level of understanding, skills, approaches, and practices about Leadership and Human Resource Management (HRM); hence, make them competent, successful, innovative and effective leaders.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱8,000.00 (with Training Kit)
3/22/2024	3/22/2024	Virtual GEDSI Forum <i>(via Webinar Format)</i>	The Forum aims to appreciate and acknowledge the commendable efforts and perseverance of men and women, GAD and SOGIESC advocates in the country and abroad who continuously act as forerunner of change in the organization, environment and society, as a whole, supporters of the campaign in achieving a compassionate and harmonized networks toward closing gender gaps.	All personnel of agencies of the NGAs, LGUs, SUCs, GOCCs and HRMPs	Foundation	₱1,200.00
4/04/2024	4/05/2024	Orientation-Workshop on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA) <i>(via Face-to-Face Format)</i>	The training aims to enhance the capabilities of HR practitioners in the preparation and processing of appointments and other Human Resource Actions based on up-to-date CSC issuances.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱4,450.00 (with Training Kit)
4/11/2024	4/12/2024	Course on Emotional Intelligence <i>(via Webinar Format)</i>	The Course is designed to highlight the nature, process and impact of Emotional Intelligence to the overall well-being of government employees as they perform their mandated duties and responsibilities in the workplace and become a good team player.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Foundation	₱2,400.00
04/22/2024	04/26/2024	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

Dates		Course Title	Course Description	Target Participants	Curriculum Area	Registration Fee
From	To					
First Semester						
05/09/2024	05/10/2024	Leave Administration Course for Effectiveness (LACE) <i>(via Face-to-Face 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, and all Rank-and-File Employees	Technical	₱4,000.00 (with Training Kit)
05/21/2024	05/22/2024	2024 Visayas Congress of Human Resource Management Practitioners (HRMPs) <i>(Face-to-Face Format)</i>	The two-day 2024 Visayas 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	₱7,500.00 (with Training Kit)
06/04/2024	06/07/2024	Supervisory Development Program (SDP) Modules 3 & 4 <i>(via Face-to-Face Format)</i>	The Program aims to elevate the supervisors and managers to elevate their level of understanding, skills, approaches, and practices about Leadership and Human Resource Management (HRM); hence, make them competent, successful, innovative and effective leaders.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱8,000.00 (with Training Kit)
06/13/2024	06/14/2024	Seminar on the Rules on Administrative Cases in the Civil Service (RACCS) <i>(via Face-to-Face 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, HRMOs, and all Rank-and-File Employees	Technical	₱4,450.00 (with Training Kit)
06/18/2024	06/21/2024	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
Second Semester						
07/04/2024	07/05/2024	Values Orientation Workshop (VOW) <i>(via Face-to-Face Format)</i>	The Workshop is designed to give officials and employees opportunities to clarify their personal and organizational values and to check if they have already possessed certain values and to enhanced or reinforced some of these needed values.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Human Resource Management Practitioners (HRMPs)	Foundation	₱4,000.00
07/11/2024	07/12/2024	Supervisory Development Program (SDP) Module 5 <i>(via Face-to-Face Format)</i>	The Program aims to elevate the supervisors and managers to elevate their level of understanding, skills, approaches, and practices about Leadership and Human Resource Management (HRM); hence, make them competent, successful, innovative and effective leaders.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱4,000.00 (with Training Kit)

Dates		Course Title	Course Description	Target Participants	Curriculum Area	Registration Fee
From	To					
Second Semester						
07/18/2024	07/19/2024	Financial Education Program <i>(via Webinar Format)</i>	The Course is designed to provide all employees with the required competencies on efficiently and effectively managing their respective financial resources as civil servants.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱2,400.00
07/23/2024	07/26/2024	Supervisory Development Program (SDP) Modules 1 & 2 <i>(via Face-to-Face 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	₱8,000.00 (with Training Kit)
08/08/2024	8/09/2024	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 with the aim of providing excellent public service delivery.	Line Managers/ Supervisors, HRMOs, Rank-and-File Employees providing frontline services	Technical	₱2,400.00
08/13/2024	08/16/2024	Supervisory Development Program (SDP) Modules 3 & 4 <i>(via Face-to-Face Format)</i>	The Program aims to elevate the supervisors and managers to elevate their level of understanding, skills, approaches, and practices about Leadership and Human Resource Management (HRM); hence, make them competent, successful, innovative and effective leaders.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱8,000.00 (with Training Kit)
08/22/2024	08/23/2024	Course on Digital Literacy <i>(via Webinar Format)</i>	The Course is designed to strengthen the capabilities of government employees on understanding and applying the most commonly used Information Technologies/tools in the workplace, as well as highlight the necessary support mechanism for the government employees to adapt to the changing demands in the New Normal.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱2,400.00
08/29/2024	08/30/2024	Values Orientation Workshop (VOW) <i>(via Face-to-Face Format)</i>	The Workshop is designed to give officials and employees opportunities to clarify their personal and organizational values and to check if they have already possessed certain values and to enhanced or reinforced some of these needed values.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Human Resource Management Practitioners (HRMPs)	Foundation	₱4,000.00
09/09/2024	09/13/2024	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

Dates		Course Title	Course Description	Target Participants	Curriculum Area	Registration Fee
From	To					
Second Semester						
09/19/2024	09/20/2024	Orientation-Workshop on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA) <i>(via Face-to-Face Format)</i>	The training aims to enhance the capabilities of HR practitioners in the preparation and processing of appointments and other Human Resource Actions based on up-to-date CSC issuances.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱4,450.00 (with Training Kit)
09/25/2024	09/26/2023	Supervisory Development Program (SDP) Module 5 <i>(via Face-to-Face Format)</i>	The Program aims to elevate the supervisors and managers to elevate their level of understanding, skills, approaches, and practices about Leadership and Human Resource Management (HRM); hence, make them competent, successful, innovative and effective leaders.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱4,000.00 (with Training Kit)
10/08/2024	10/11/2024	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
10/24/2024	10/25/2024	2024 Service Excellence Summit for Leaders (SESL) <i>(via Face-to-Face Format)</i>	The two-day 2024 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 organization development.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Human Resource Management Practitioners (HRMPs)	Leadership & Management	₱7,500.00 (with Training Kit)
11/06/2024	11/06/2024	Public Service Values Program (PSVP) <i>(via Webinar Format)</i>	The Course is designed to promote and enhance public service values among officials and employees in government in order to ensure the attainment of the agencies' Vision, Mission and Strategic Directions, as well as improve individual and organizational performance.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Human Resource Management Practitioners (HRMPs)	Leadership & Management	₱1,200.00
11/12/2024	11/15/2024	Supervisory Development Program (SDP) Modules 1 & 2 <i>(via Face-to-Face Format)</i>	The Program aims to elevate the supervisors and managers to elevate their level of understanding, skills, approaches, and practices about Leadership and Human Resource Management (HRM); hence, make them competent, successful, innovative and effective leaders.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱8,000.00 (with Training Kit)
11/18/2024	11/22/2024	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

Dates		Course Title	Course Description	Target Participants	Curriculum Area	Registration Fee
From	To					
Second Semester						
12/05/2024	12/06/2024	Leave Administration Course for Effectiveness (LACE) <i>(via face-to-Face 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, and all Rank-and-File Employees	Technical	₱4,000.00 (with Training Kit)

The Civil Service Commission Regional Office VIII also offers the following trainings as requested by other government agencies via the webinar or face-to-face format:

I. Leadership and Management Courses

Leadership and Management

- Public Service Ethics and Accountability (PSEA) for Leaders
- Supervisory Development Course (SDC) Track 1
- Supervisory Development Course (SDC) Tracks 2 & 3
- Supervisory Development Program (SDP) Modules 1 & 2
- Supervisory Development Program (SDP) Modules 3 & 4
- Supervisory Development Program (SDP) Module 5

Values Program

- Public Service Values Program (PSVP)

II. Foundation Courses

Values Program

- Public Service Ethics and Accountability (PSEA)
- Values Orientation Workshop (VOW)

Other General Foundation Courses

- Basic Customer Service Skills (BCSS)

Future-Ready Program

- Course on Emotional Intelligence

III. Technical Courses

Training on CSC related policies and issuances on HR

- Seminar on the Rules on Administrative Cases in the Civil Service (RACCS)
- Leave Administration Course for Effectiveness (LACE)
- Orientation-Workshop on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA)

Financial Education

- Financial Education Program

Future-Ready Program

- Course on Digital Literacy