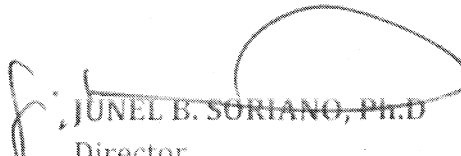


Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1104

MEMORANDUM

No. 2022- 21

TO : ALL BAR PERMANENT STAFF

FROM :  JUNEL B. SORIANO, Ph.D.
Director

DATE : 08 February 2023

SUBJECT : CIVIL SERVICE COMMISSION-NCR ONLINE TRAINING
CALENDAR FOR PUBLIC OFFERING

The CSC-Civil Service Institute will be offering the courses below from February to June 2022:

1. **Leave Administration Course for Effectiveness**
March 10-11, 2022
May 11-12, 2022
2. **Program on Strategic Human Resource**
April 7-8, 2022

For SG 18 and above or those designated as Division/Unit Heads:

3. **Supervisory Development Course Track 1** February 15-18, 2022
April 19-22, 2022
4. **Coaching and Mentoring**
February 22-23, 2022
May 18-19, 2022

Interested staff may notify the Human Resource Management Unit (HRMU) for registration process.



Management System
ISO 9001:2015
www.bar.gov.ph
D: 9106651203

(02) 8461 2800 | 8461 2900
r4d@bar.gov.ph
www.bar.gov.ph
DABARofficial

*A food-secure and resilient Philippines
with empowered and prosperous farmers and fisherfolk*

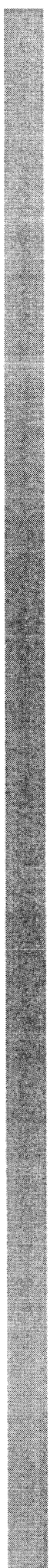




CSC NCR ONLINE TRAINING CALENDAR FOR PUBLIC OFFERING

1st Semester of 2022

Program/Course Title	Duration	Course Fee	February	March	April	May	June
Leave Administration Course for Effectiveness	2 days	Php 4,000.00		10-11		11-12	
Supervisory Development Course Track 1	4 days	Php 8,000.00	15-18		19-22		21-24
Coaching and Mentoring	2 days	Php 4,000.00	22-23			18-19	
Program on Strategic Human Resource	2 days	Php 4,000.00			7-8		



REGISTRATION PROCESS

CIVIL SERVICE COMMISSION NATIONAL CAPITAL REGION



Step 1: Fill out the Registration Form and ensure that the information such as name and other pertinent details are correct as this will be reflected in all course materials.

Step 2: Once registration is complete, you will automatically receive an email acknowledging your registration. Print a copy of the email which will serve as the Order of Payment to be presented to CSC NCR Cashier or at any CSC NCR Field Offices.

Step 3: Pay the corresponding registration fee and an Official Receipt (OR) will be issued. For LDDAP-ADA payment, kindly deposit to the following account and submit the LDDAP-ADA with bank validation (proof of credit to the CSC NCR account) for the issuance of Official Receipt:

Bank/Branch : Land Bank of the Philippines
(Quezon Ave.)

Account Name : CSC -NCR

Account Number : 0662-1002-18

Step 4: Send a copy of the proof of payment or Official Receipt (OR) thru the following link:
<https://tinyurl.com/pymntprf>

_Training slots shall only be confirmed upon full payment of the training fee and submission of the Official Receipt issue by CSCNCR.

Step 5: Details/information regarding the training will be sent to participants through text and email at least two (2) days before the conduct of the training.

TERMS AND CONDITIONS

CIVIL SERVICE COMMISSION NATIONAL CAPITAL REGION



- Slots are on a FIRST COME FIRST SERVED basis. Registration will be closed as soon as slots have been filled up.
- Training fee for Inter-Agency Course is inclusive of PDF copy of the training materials, training certificate, and other incidental expenses.
- Names and other pertinent details reflected on the Registration Form will be reflected in all course materials.
- Training slots shall only be confirmed upon full payment of the training fee and submission of the Official Receipt issued by CSCNCR.
- Copy of the Official Receipt shall be sent thru the following link: <https://tinyurl.com/pymntprf>
- Cancellation Policy: A written Request of Cancellation shall be submitted to CSC NCR-Human Resource Division (CSCNCR-HRD) at least one (1) week prior to actual date of conduct, otherwise Registration Fee shall be forfeited.
- Substitution of participant/s for the same course is allowed. In case of substitution, a written request shall be submitted to CSC NCR-HRD at least TWO (2) days prior to the conduct.