



MEMORANDUM

To : All Schools Division Superintendent
This Region

From :  **FRANCIS CESAR B. BRINGAS, CESO IV**
OIC, Regional Director

Subject : **SEMINAR-WORKSHOP ON PRIME-HRM AND ITS FOUR CORE SYSTEMS**

Date : January 8, 2019

Please find attached copy of letter dated December 20, 2018 from CSC Regional Director Annabelle B. Rosell on the four-day seminar workshop on PRIME-HRM and its four Core Systems on January 15-18, 2019, venue to be announced.

Participants are HRMOs, SGOD Chiefs, HRD SEPS, and HR Systems Committee heads/representatives (e.g. HRMPSB, PDC, PRAISE, etc.)

A registration fee of P7,200.00 will be collected to cover expenses for food and venue. This is a live-out activity. Directly confirm your attendance to CSC-Caraga HRD at 09338636127/09561273833/ (085)3426090.

For your information and guidance.

PS/srp
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HRDD chief
SEPS HR not att.
HR - Personnel
pls attached
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December 20, 2018

DIR. FRANCIS CESAR B. BRINGAS, CESO V
OIC Regional Director
Department of Education-Caraga Regional Office
Capitol Avenue, Butuan City

Dear Director Bringas:

Greetings!

The Civil Service Commission- Caraga, with its vision of "Gawing-Lingkod Bayani and Bawat Kawani" developed and implemented programs geared towards the empowerment and transformation of our civil servants.

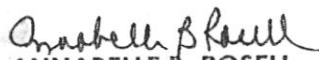
In this connection, we invite your office to take part in a four-day seminar-workshop on Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and its four Core Systems: Recruitment, Selection and Placement, Learning and Development, Performance Management, and Rewards and Recognition (Level 2- Processed Defined) on January 15-18, 2019. The venue will be announced once it is finalized. A registration fee of P7,200.00 (4 days live out-P1,800/day) will be collected to cover expenses for venue, and catering.

We reserved 6 slots per agency for participants comprising of HRMO's, Supervisors, and HR Systems Committee heads/representatives (e.g. HRMPSB, PDC, PRAISE, etc.).

Attached is the Nomination and Confirmation Form for your reference. For the details of our training policy and slots reservation, your HRMO or focal person may contact the CSC-Caraga HRD thru Mr. Jerrex L. Conde at 09338686127/09561273833/(085)342-6090.

Thank you for your continuing support to the Commission's human resource development programs.

Very truly yours,


ANNABELLE B. ROSELL
Director IV

2018 NOMINATION AND CONFIRMATION FORM

Title of the training program: _____ Date of conduct: _____

Please complete the details below and write legibly. The details will be used for the training certificates and other training necessities:

First name	MI	Last name
Nickname: _____ Designation: _____		
Mobile No. : _____ Email Add.: _____		
First name	MI	Last name
Nickname: _____ Designation: _____		
Mobile No. : _____ Email Add.: _____		
First name	MI	Last name
Nickname: _____ Designation: _____		
Mobile No. : _____ Email Add.: _____		
First name	MI	Last name
Nickname: _____ Designation: _____		
Mobile No. : _____ Email Add.: _____		

Terms and conditions:

- No reservation of attendances will be entertained.
- Submission of an accomplished Nomination and Confirmation Form is strictly required and this will serve as the billing statement.
- Complete all the necessary details provided. A separate Confirmation Slip will be used per training program.
- We will not allow cancellation of confirmed participation to training. Failure to attend to your confirmed training course/s will be charged an equivalent amount for 1 day training to defray the administrative costs incurred. We encourage however, that a replacement will be sent instead.
- Substitution of participant/s shall be made at least 1 week before the training program.
- Confirmation shall be on a first-come-first served basis and a limit of 30 participants will be observed. Thus, confirm immediately if interested.
- The HRD personnel shall notify the participants in their email addresses/ contact numbers in their acceptance to training once the Confirmation Form will be received.
- The HRD reserves the right to cancel or re-schedule programs if the minimum number of participants is not met, or any unavoidable circumstances which is beyond our control (i.e. weather or natural disaster).
- Pre-training advisory will be sent thru the email address to confirmed participants.
- Training fee shall be collected based on the following rates:

1-day training- Php1,600.00/participant

2-day training- Php3,200.00/participant

3-day training- Php4,800.00/participant

- Payment should be made on the first day of the training program or may be deposited prior to the conduct of training on the information below:

LBP Account Number: 0362-1048-31 of the CSC – Training Fund

- We require a copy of an approved List of Due and Demandable Accounts (LDDAP) on payments deposited to the aforementioned bank account.

*I confirm that I have read, understood and agreed to the terms and conditions contained in this **Confirmation Form**. Thank you.*

(May be confirmed by the Head of the agency or its representative)

Confirmed by : _____
(Print name and signature)

Agency name : _____

Address : _____

Contact no. : _____

For more information, pls. call:



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