



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
Manila 1099

CUSTOMS TRAINING CIRCULAR

March 28, 2016

NO. CTC-06-2016

TO : All Customs Officials and Employees

SUBJECT: Civil Service Commission (CSC)
Supervisory Development Courses (SDC)

- 1.0 The Civil Service Institute (CSI), the research and training hub of the Civil Service Commission (CSC), recently released the Supervisory Development Courses schedule for the year 2016. This course serves as a guide in assessing one's organizational readiness for change and empowerment, developing and enhancing one's skills in making effective presentation imparting basic skills on planning and leading a meeting which is specially designed and developed for first-line supervisors (SG-18 and above).

PROGRAMME	SCHEDULE	QUALIFICATIONS	TRAINING FEES	DEADLINE
Supervisory Development Course (SDC) Track 1	May 10-13, 2016	<ul style="list-style-type: none">• Must be a Customs Senior Personnel or at least Division Chief and/or its equivalent;• Oversees and direct the activities of personnel;• Must have at least (2) years of service in government;• Must be nominated by Head of Agency	Php 6,000.00	Closed Registration
	Aug.09-12, 2016			
	Nov. 22-25, 2016			
Supervisory Development Course (SDC) Tracks 2&3 *Pre-requisite: SDC Track 1	June 7-10, 2016		Php 6,000.00	April 15, 2016, Friday
	Oct. 11-14, 2016			
	Dec. 06-09, 2016			

- 2.0 Interested parties are required to kindly submit their CSC Registration Forms endorsed by their respective supervisors on or before the above-mentioned deadline to the Interim Training and Development Division, 4th Floor, Port of Manila Building. Should there be clarifications, coordinating with contact numbers (02) 5271930/ (02) 219-17-97, will be highly appreciated.


EXEQUIEL C. CEMPRON
OIC-Deputy Commissioner
Internal Administration Group

2016-000179
29 MAR 2016

Human Resource Division
 CSC COMMISSION—NCR
 Aliraya St. Brgy. Dona Josefa,
 Quezon City
 Tel: 781-1156
 Fax: 781-1156
 Email: cscnrc_hrd@yahoo.com

Registration fee at CSC-NCR Cashier (2nd
 floor) if payment can be by cash or
 check to CSC-NCR.

Original copy of the official receipt or
 photocopy to CSC-NCR HRD.

Original receipt on the first day of the
 registration.

Registration for a FIRST COME FIRST SERVED
 will be closed for registration
 slots have been filled.

Registration confirmed upon presentation of
 receipt.

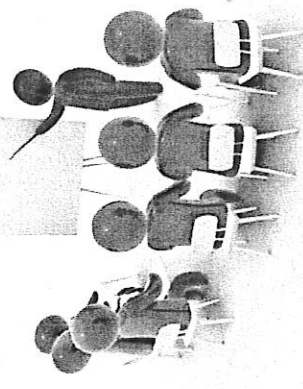
Registration for Inter-agency Course is inclu-
 ding materials, meals (AM snack,
 lunch), training certificate, and
 other expenses.

Registration will be allowed for unconsumed
 substitution of candidate(s) for
 who is allowed.



CIVIL SERVICE COMMISSION
 National Capital Region

REGULAR TRAINING PROGRAMS



Name: (Last Name, First Name, MI)	
Nickname:	Sex:
Position Title:	Salary Grade
Address:	
Telephone:	Fax:
Email Address:	Mobile Number:

B. Agency	
Name:	
Address:	
Telephone:	Fax:
Contact Person:	

C. Additional Information
Dietary Restrictions (Please specify if you have any)

Approved by:

NAME AND SIGNATURE OF HEAD OF AGENCY/
 AUTHORIZED OFFICIAL