



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

May 1099

CUSTOMS TRAINING CIRCULAR
NO. CTC-004-2018

February 15, 2018

TO : All Customs Officials and Employees
OCOM, POM, MICP, NAIA

SUBJECT : Learning and Development Program 2018

1. The Civil Service Institute (CSI), the research and training hub of the Civil Service Commission (CSC), recently released their training schedule for the month of April, May and June 2018. The CSI offers high impact competency-based training and value-driven courses for civil servants. Among these are courses which aim to build and strengthen the competencies of HR practitioners towards public service excellence.
(as of January 11, 2018 – schedule is subject to change without prior notice)
2. The Leadership Development Programs are suggested to be taken by applicants with Salary Grade 22 and above, as follows:

TRAINING PROGRAMS	SCHEDULE	TOTAL NO. OF HOURS (per schedule)	FEE (per schedule)
LEADERSHIP DEVELOPMENT PROGRAMS			
7 Habits of Highly Effective Government Leaders	April 11 - 13	32	Php9, 500.00
	April 24 - 26		
	May 8 - 10		
	June 26 - 28		
Mentoring and Coaching for Leaders (In-House)	May 16 - 17	24	Php5, 000.00
CSI Leadership Series	June 20 Visayas	8	Php5, 000.00
Ethical Leadership	April 10 - 12	24	Php7, 500.00
	June 6 - 8		
Manager's Role in Capacity Building	May 23-24	16	Php5, 000.00
Strategic Planning	May 30-31	16	Php5, 000.00


TRAINING PROGRAMS	SCHEDULE	TOTAL NO. OF HOURS (per schedule)	FEE (per schedule)
LEARNING AND DEVELOPMENT COURSES			
Learning and Development Planning	April 11 - 12	16	Php5, 000.00
Program/Course Design and Development	April 18 - 19	16	Php5, 000.00
	June 13 - 14		
Program/Course Delivery and Administration	May 3 - 4	16	Php5, 000.00
Learning Facilitation	May 15 - 16	16	Php5, 000.00

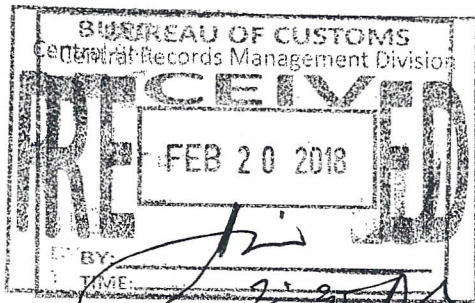
TRAINING PROGRAMS	SCHEDULE	TOTAL NO. OF HOURS (per schedule)	FEE (per schedule)
CORE HRM			
Recruitment, Selection and Placement System	May 22 - 24	24	Php7, 500.00
	June 6 - 8		
Strategic Performance Management System	April 18 - 20	24	Php7, 500.00
	May 9 - 11		
Employee Relations Program	May 8 - 10	24	Php7, 500.00
Strategic HR	May 23 - 25	24	Php7, 500.00

TRAINING PROGRAMS	SCHEDULE	TOTAL NO. OF HOURS (per schedule)	FEE (per schedule)
HR COURSES			
Competency Based HR	June 5 - 7	24	Php7, 500.00
Mentoring and Coaching (In-House)	April 12 - 13	16	Php5, 000.00

TRAINING PROGRAMS	SCHEDULE	TOTAL NO. OF HOURS (per schedule)	FEE (per schedule)
FOUNDATION PROGRAM			
Gender, Diversity and Inclusiveness <i>(In-House)</i>	April 18 – 20	24	Php7, 500.00

3. Interested applicants are advised to select the course of their choice and submit the duly accomplished Nomination Form not later than February 27, 2018. ITDD will submit the forms online.
4. Applicants are advised to choose course(s) not exceeding 40 hours, except those taking Leadership Development Programs.
5. For any clarification, kindly get in touch with the Interim Training and Development Division (ITDD), Faculty Room, Customs Capacity Bldg. Center, 4th Floor, Port Area Manila at tel. No. (02) 527-1930.
6. Thank you.


GLADYS H. ROSALES, MPA, CESE
 Deputy Commissioner *B*
 Internal administration Group



NOMINATION FORM
(Please Print in BLOCK LETTER)

COURSE: _____

DATE: _____

(Kindly fill up all columns in BLOCK LETTERS and submit to the ITDD Division 4th Floor, POM Building, or fax at tel. no. (02) 527-1930)

Last Name				
Middle Name				
First Name				
Extension Name				
Nickname				
Birthdate (mm/dd/yyyy)				
Sex (Male/Female)				
Highest Educational Attainment	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Master's Degree		
	<input type="checkbox"/> Doctorate	<input type="checkbox"/> Others		
Sector	<input type="checkbox"/> NGA	<input type="checkbox"/> LGU	<input type="checkbox"/> GUCC	<input type="checkbox"/> SUC <input type="checkbox"/> PRIVATE
Geographical Location				
Agency/Company				
Office Address				
Salary Grade				
Level of Position	<input type="checkbox"/> EXECUTIVE	<input type="checkbox"/> TECHNICAL		
	<input type="checkbox"/> MANAGERIAL	<input type="checkbox"/> NON-TECHNICAL		
Position Title (Do Not Abbreviate)				

Functional Area	<input type="checkbox"/> Human Resource Management/ Organization Development	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Planning	<input type="checkbox"/> Engineering	<input type="checkbox"/> Information
	General Services Finance		
No. Of Years in The Government Service			
No Of Years In Present Position			
Designation			
Unit Name			
Office Phone			
Mobile No./Other Contact No.			
E-Mail Address (Personal E-Mail Account)			
Name Of Approving Authority (Fullname, Position Title)			
Dietary Requirements			
Signature Of Nominee			

Indorsed By: (Head of Office/Division/Section)

_____ (Please Print Name and Sign Above)