



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"><li>• Must be a Customs Senior Personnel or at least Division Chief and/or its equivalent;</li><li>• Oversees and direct the activities of personnel;</li><li>• Must have at least (2) years of service in government;</li><li>• Must be nominated by Head of Agency</li></ul>	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, 4<sup>th</sup> 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.  
 A photocopy of the official receipt or a photocopy to CSC-NCR HRD.

The official receipt on the first day of the registration.

**Announcements:**

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

Registration will be confirmed upon presentation of receipt.

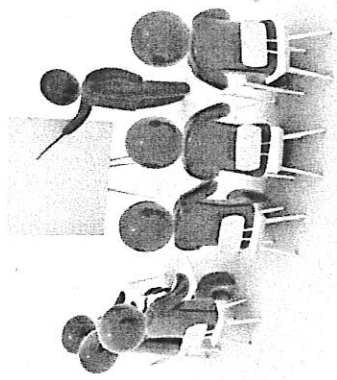
The Inter-agency Course is including materials, meals (AM snack, lunch), training certificate, and other expenses.

Registration will be allowed for unconsumed substitution of candidate(s) for whom registration fee 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)
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Approved by:

NAME AND SIGNATURE OF HEAD OF AGENCY/  
 AUTHORIZED OFFICIAL