



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

CUSTOMS TRAINING CIRCULAR
NO. CTC-001-2018

January 5, 2018

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

SUBJECT : CSI Learning and Development Plan 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 January, February and March 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.
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 and Management Certification Program (CPRO)	Training Track	Feb 28 -Mar 16, 2018	80	Php57,400.00
	RPL Track			Php29,100.00
7 Habits of Highly Effective Government Leaders		Feb 06 -Feb 08, 2018	24	Php9, 500.00
Mentoring and Coaching for Leaders		Feb 20 -Feb 21, 2018	16	Php5, 000.00
Gender, Diversity and Inclusiveness		Mar 13 - Mar 15, 2018	24	Php7, 500.00
CSI Leadership Series (Luzon)		Mar 21, 2018	8	Php5, 000.00

3. The schedule of the Human Resource Management (HRM) Professional Development program are from February to March 2018 as follows:

TRAINING PROGRAMS	SCHEDULE	TOTAL NO. OF HOURS (per schedule)	FEE (per schedule)
Mentoring and Coaching	Feb 07 -Feb 08, 2018	16	Php5, 000.00
Recruitment, Selection and Placement System	Feb 13 -Feb 15, 2018	24	Php7, 500.00
Strategic Performance Management System	Feb 21 -Feb 23, 2018	24	Php7, 500.00
Competency -Based HR	Mar 6 - Mar 8, 2018	24	Php7, 500.00
Learning Measurement and Evaluation	Mar 8 - Mar 9, 2018	16	Php5, 000.00
Workplace Learning & Development Program	Mar 20 - Mar 22, 2018	24	Php7, 500.00

4. Interested applicants are advised to select the course of their choice and submit the duly accomplished Nomination Form not later than January 24, 2018. ITDD will submit the forms online.
5. Applicants are advised to choose course(s) not exceeding 40 hours, except those taking leadership development programs.
6. For any clarification, kindly get in touch with the Interim Training and Development Division (ITDD), Faculty Room, Customs Capacity Bldg. Center, 4th Floor, POM Building, Port Area Manila at tel. No. (02) 527-1930.
7. Thank you.


GLADYS F. ROSALES, MPA, CESE
 Deputy Commissioner
 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)			
Function Area	Human Resource Management/ Organization Development	General Services	Finance
	<input type="checkbox"/> Planning	<input type="checkbox"/> Engineering	<input type="checkbox"/> Information Technology

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)