

[INVITATION] Program/Course Delivery and Administration on 29-30 August 2024

Program Course Delivery and Administration <csc.pcda@gmail.com>
Wed 8/21/2024 4:04 PM

1 attachments (106 KB)
CSI-Nomination-Form.docx;

DEPED DIVISION OF CITY SCHOOLS
OFFICE OF THE SDS
RECEIVED
DATE: 22 AUG 2024
BY: [Signature]
NAGA CITY REGION V

1,534
AUG 22 2024 2:49 pm

PROGRAM/COURSE DELIVERY AND ADMINISTRATION

This two-day course will enable Learning and Development Practitioners to **deliver and administer the programs/courses from planning to the preparation of terminal reports.**

This includes pre-course activities such as course plans and budgets, organizing resources, coordinating with resource persons and participants and preparing learning materials; course proper activities such as managing the learning environment, linking modules and managing resource persons; and post course

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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

DEPED DIVISION OF NAGA CITY
RECORD SECTION
RECORDED
24089430
DATE: 22 AUG 2024 TIME: [Signature]

August 22, 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public School Heads
All Others Concerned

For information.

[Signature]
SUSAN S. COLLANO CESO V
Schools Division Superintendent

DM 31, s. 2019 Rider Rev. 01



Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
0981 630 0070
naga.city@deped.gov.ph



Page 1 of 1

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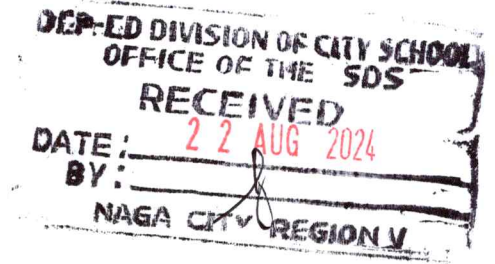
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activities such as administering evaluation instruments, closing the course and preparing a terminal report.



Dates of conduct: **29 & 30 August 2024**

Time: **8 a.m. - 5 p.m.**

Mode: **Online via Zoom platform**

Investment Fee: **Php3,200.00**

Target Participants: **HR Practitioners from NGAs, LGUs, LWDs, GOCCs, and SUCs**

16
Hours of Training
Credits

Or email us at: csc.pcda@gmail.com

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NOMINATION FORM for CSI TRAINING PROGRAMS
(For Government Officials and Employees Only)

Course Title			
Date of Conduct			
WE ARE NOMINATING THE FOLLOWING TO THE ABOVE-NAMED COURSE:			
COMPLETE NAME	POSITION	CP NO.	EMAIL ADDRESS
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Please be guided of the Registration Terms and Conditions:

- Participants must be nominated by the Head of Agency or an Authorized Representative, using the prescribed CSI Nomination Format (Annex A). Acceptance of nominees shall be on a first-come first-serve basis.
- Qualified and confirmed participants will accomplish the Participants Info/Profile Sheet (Annex B) done via google form, to be emailed by the assigned CSI Training Team together with the Payment Advisory.
- Valid Proofs of Payment for the course must be provided to the CSI training team prior to the actual conduct. Sample proofs of payment are check and cash deposits, List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA), Landbank Linkbiz Portal and fund transfer.
- Only those participants who are nominated, confirmed and paid shall be provided by the Course Advisory with the zoom link for the said course.
- In case the agency sent bulk participants, additional sheets may be used, if necessary.
- A Certificate of Completion (with credits of training hours in Leadership and Management) will be given only to participants who have been present during the entire Course and all training requirements have been complied with.
- Confirmed participants who failed to notify the CSI team shall have their registration fee **FORFEITED**. Notice signed by the concerned Head of Office/Authorized Representative is required to be submitted within five (5) working days prior to the actual conduct of course.
- Participants who wish to utilize the paid training fee instead of availing of refund, may do so. Any excess on the amount paid vis-a-vis the new prospective program must be settled using the different modes of payment.

We agree to the above mentioned registration terms and conditions.

Signature over Printed Name
Head of Office/Authorized Representative

Office/Agency:		Tel. Nos:	
Office Address:		Office Email Address:	

Course Title	
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Bawat Kawani, Lingkod Bayani

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Date of Conduct			
WE ARE NOMINATING THE FOLLOWING TO THE ABOVE-NAMED COURSE:			
COMPLETE NAME	POSITION	CP NO.	EMAIL ADDRESS
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