



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 REHIYON V  
 TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

DEPED. DIVISION OF NAGA CITY  
 RECORDS SECTION  
**RELEASED**  
 24060042  
 DATE: 10 JUN 2024 TIME: \_\_\_\_\_  
 BY: \_\_\_\_\_

June 10, 2024

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

For information.

  
**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



JUN 03 2024  
C84

### Invitation for training (IN-HOUSE BUNDLE TRAINING PROGRAM)

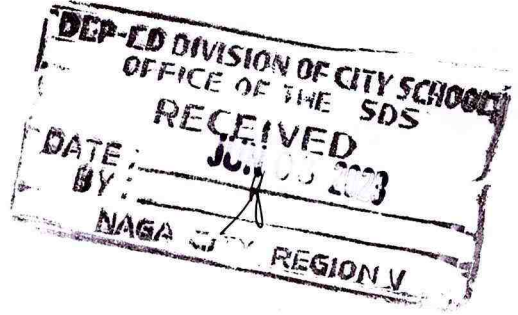
Cfs Creative trng. <cfsctm@yahoo.com.ph>

Sun 2 Jun 2024 7:17 PM

To: info@gaia-toursjo.com <info@gaia-toursjo.com>

3 attachments (1 MB)

bundletrainingmailer.jpg; emailer2024.jpg; leadershipJune8.jpg;



Dear Business Partners,

Please see attached training invitation for your reference.

Best Regards,  
Jane Padua -Bravo  
Training Department  
**CFS Creative Training & Management**  
09155048391 / 84252905 / 87362785



Virus-free. [www.avast.com](http://www.avast.com)

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## IN-HOUSE BUNDLE TRAINING PROGRAM

**Avail 3 to get 2 FREE seminars (10-15 pax)**

- *Effective Business Comm. Skills: Communicating with Impact - 1 day*
- *Improving Interpersonal Skills for Workplace Success - 1 day*
- *Positive Work Attitudes for Improved Productivity - half day*

**FREE: Elevating Work Management Skills - 2 hrs.**

**Navigating Stress for a Balanced Life - 2 hrs.**

**AUGUST TO OCTOBER SCHEDULE ONLY**

**P79,500 + VAT - Via ZOOM; P89,500 + VAT - In-person seminar includes: certificate, giveaway and handout**

09155048391 / 84252905 / 87362785  
 cfsctm01@yahoo.com / cfsctm@yahoo.com.ph

**Sharpen your edge**

*CFS Creative Training & Management is a CSC  
 (Civil Service Commission) Accredited Training Institution (ATI)*

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# CFS Creative Training & Management

*Our 22nd Anniversary Offering*

## MAKE LEARNING A SMART CHOICE WEBINAR SCHEDULE

- June 8 - (9:00 - 5:00 pm.) - Building Leadership Fundamentals  
 June 19 - (9-5 pm.) - Fundamentals of Legal Writing  
 July 4 & 6 - (9:00 - 5:00 pm.) - Paralegal Training: A Quest for Learning, the Resolve to Improve  
 July 20 - (1:00 - 5:00 pm.) - Cybersecurity Safety Hacks  
 July 25 - (9:00 - 5:00 pm.) - Dealing with Difficult Customers  
 August 15 - (9:00 - 5:00 pm.) - Dealing with Difficult Customers  
 August 17 - (9:00 - 5:00 pm.) - Improving Interpersonal Skills for Workplace Success  
 August 23 - (9-5 p.m.) - Positive Work Attitudes for Improved Productivity  
 August 29 - (9:00 - 5:00 pm.) - Mastering Legal Forms

interactive  
learning  
via  
Zoom

Regular seminar fee 1 day (P3,900 + VAT); Half day schedule (P1,950 + VAT);  
 2 days (P9,500 +VAT); Send 3 pax (less 10% discount); Send 10 pax + 1 additional FREE

In-house  
bundle  
training  
program

Avail 3 trainings to get 2 FREE seminars (10-15 pax)

- *Effective Business Comm. Skills: Communicating with Impact - 1 day*
  - *Improving Interpersonal Skills for Workplace Success - 1 day*
  - *Positive Work Attitudes for Improved Productivity - half day*
- Additional 2 FREE seminars: *Elevating Work Management Skills and Navigating Stress for a Balanced Life - half day*

JULY TO SEPTEMBER SCHEDULE ONLY

## IN-PERSON LEARNING SESSIONS

- June 15 - (9-5 p.m.) - Basic MS Access  
 June 28 - (9-5 p.m.) - Basic Microsoft Excel  
 June 29 - (9-5 p.m.) - Effective Business Comm. Skills:  
 Communicating with Impact  
 July 13 - (9-5 p.m.) - Fundamentals of Legal Writing  
 July 18 - (9-5 p.m.) - Advanced Microsoft Excel  
 August 31 - (9-5 p.m.) - Corporate Photography  
 September 7 - (9-5 p.m.) - Problem Solving & Decision-Making  
 September 14 - (9-5 p.m.) - Work Attitude and Values Enhancement (WAVE)

PHILGEPS  
ACCREDITED

Regular seminar fee 1 day (P4,900 + VAT); Half day schedule (P2,950 + VAT);  
 Send 3 pax (less 10% discount); Send 8 pax + 1 additional FREE

VENUE: 612 Bonifacio Residences, Unit 515 Boni Ave., Mandaluyong City

Training includes manual, giveaway and certificate  
 Call 84252905, 87362785, 09155048391 or 09088744599  
 cfsctm01@yahoo.com / cfsctm@yahoo.com.ph

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MAKE  
LEARNING  
A SMART  
CHOICE



INTERACTIVE  
ONLINE  
LEARNING

# Building Leadership Fundamentals

June 8, 2024 - 9:00 a.m. to 5:00 p.m. - P3,900 + VAT

Send 3 or more pax - 10% discount + VAT per head

Send 9 pax - P2,900.00 + VAT per head + 1 FREE

The aim of the program is for the participants to be LEADERS:

Link the leadership competencies of the participants to the Strategic thrust and business direction of their company;

Enhance the knowledge of the leaders in dealing with various performers' personalities and competencies;

Align leadership style to what is needed by the situation;

Develop a performance management plan;

Enrich the experience in presenting Human Capital;

Reduce "trial and error" in the way talents are handled;

Simplify the Performance Management System.

CFS CREATIVE TRAINING & MANAGEMENT IS A CSC  
CIVIL SERVICE COMMISSION) ACCREDITED TRAINING INSTITUTION (ATI)

Training includes manual, giveaway and certificate  
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