



ADVISORY No. 115 s. 2024
May 2, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013
This advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd Officials,
Personnel/staff, as well as the concerned public

(17)
MAY 08 2024

INVITATION TO THE MASTERCLASS IN COMPLETE STAFF WORK

Attached is the communication from the Center for Global Best Practices for the
conduct of the Masterclass in Complete Staff Work to be conducted via Zoom

For queries, you may reach them through (+63 2) 8556-8968 or 69); telefax (+63)
8842-7148 or 59, or email (whatsapp@deped.naga.ph). You may also check details and
other upcoming best practices training programs at www.cbpp.org.

Participation is on a voluntary basis only.

For information.

HRDD/SMN/MVT
05/02/2024



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

May 9, 2024

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

For information.



FERNANDO C. MACARAIG
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DM 31, s. 2019 Rider Rev. 01

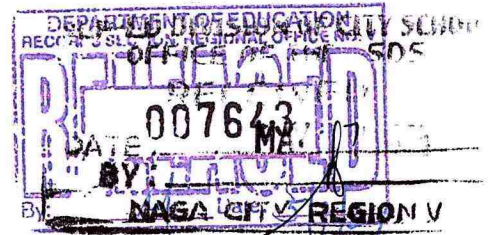


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HRDD/SMN/MVT
05/02/2024

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DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION, REGIONAL OFFICE NO. V
APR 30 2024
TIME: 6:12 am

DEPED V BICOL REGION

From: invitation@vipclients.ph on behalf of Center for Global Best Practices <invitation@vipclients.ph>
Sent: Monday, 29 April 2024 5:18 pm
To: DEPED V BICOL REGION
Subject: CSC-Accredited training on Masterclass in Complete Staff Work



☀️🌙
THIS TRAINING IS OPEN
TO THE GENERAL PUBLIC

MASTERCLASS IN COMPLETE STAFF WORK

Six-Session Webinar via ZOOM

Day 1: Tuesday, May 28, 2024 * 8:30AM – 12:00NN	Day 4: Tuesday, June 4, 2024 * 9:00AM – 12:00NN
Day 2: Wednesday, May 29, 2024 * 9:00AM – 12:00NN	Day 5: Thursday, June 6, 2024 * 9:00AM – 12:00NN
Day 3: Thursday, May 30, 2024 * 9:00AM – 12:00NN	Day 6: Friday, June 7, 2024 * 9:00AM – 12:00NN

[Click here to see Full Details](#) | [Download Registration form](#)

The doctrine of **Complete Staff Work (CSW)** is a doctrine of any well-run office. **CSW** is a principle of management which states that subordinates are responsible for submitting written recommendations to superiors in such a manner that the superior need do nothing further in the process than review the submitted document and indicate approval or disapproval.

CSW was popularized by former President Fidel Valdez Ramos and institutionalized by succeeding Philippine presidents to strengthen the standards of **CSW** to ensure efficient and effective delivery of crucial government programs. This online training is applicable to all organizations in the private sector and government institutions. Attend Now!

This training is recognized and certified by the CSC with program certification no. 2200631.

MASTERCLASS IN COMPLETE STAFF WORK

COURSE OUTLINE

Objectives of the Training

By the end of the training, the participants shall have:

1. Learned, understood, appreciated and imbibed the basic CSW concepts, principles purposes, forms and practices, i.e.: CSW-101;
2. Been provided with the knowledge and an experiential learning opportunity to walk-through the crux of CSW, i.e., Problem Analysis or PA; Decision Analysis or DA; Potential Problem Analysis or PPA (now called Risk Management);
3. Gained confidence in applying the CSW knowledge and learnings in their real work situation;
4. Been given a workable understanding and appreciation of related CSW allied concerns, i.e.: Technical/ Business Writing and Effective CSW Presentation and Meeting Management, which clearly, simply and concisely documents and presents the problem situation, the analysis made, the options generated, the potential risks and mitigating action, and the recommended preferred decision for discussion and approval in meetings;
5. Developed an action plan to apply CSW in the work situation

Training Methodology

This training workshop will employ lecture-presentations, test questionnaires, and back-at-work planning. The participants will be provided a printed lecture guide to maximize their learning!

Course Topics

The course topics to be taken-up in this training are the following:

Topic 1: **CSW-101**

Sub-Topics:

- a. How CSW historically came about?
- b. What are the Definitions of CSW?
- c. What are the Doctrines and Principles of CSW?
- d. Why is CSW Important?
- e. When can CSW be used?
- f. Who conducts or does CSWs?

Topic-2: **Competencies of a CSW Practitioner** **How is CSW done?**

Sub-Topics:

- a. Problem Analysis (PA): Problem Identification and Analysis
- b. Decision Analysis (DA): Options Generation and Analysis
- c. Potential Problem Analysis (PPA): Risks Identification, Analysis and Management

Topic 3: **Effective Technical/ Business Writing (T/BW)**

Sub-Topics:

- a. Technical/ Business Writing (T/BW): Effectively reporting and presenting in document form problem statement(s), analyses, options, potential risks, and preferred recommendations to superiors/ decision makers in clearly, logically, simply and concisely written in appropriate documents.
- b. Forms/ Documents used in Communicating PA, DA, & PPA
 - Policy Paper
 - Proposal
 - Executive/ Office Order
 - Special Order
 - Memoranda
 - Letters
 - Cover Letter/ Memo or Transmittals
 - Minutes of Meetings
 - Resolutions
- c. How is T/BW done?
 - Determining Purpose, Audience, & Content
 - Structuring Information
 - Arranging Ideas
 - Formulating Sentences
 - Using Words & Expressions Correctly

Topic 4: CSW in Implementation and Monitoring of Decisions Made

Sub-Topics

- a. What is the importance of CSW in the Implementation of Decisions?
- b. Effective Monitoring & Timely Reporting
- c. What are the CSW tools & techniques used in the effectively monitoring the implementation of decisions?
- d. How do we report findings in monitoring of the implementation of decisions by Making use of knowledge, skills & good practices in Technical/ Business Writing?

Topic 5: Effective CSW Presentation and Meeting Management

Sub-Topics:

- a. The Role and Importance of Meetings in CSW: The Process by which PA, DA, and PPA are formally presented, discussed, considered, and approved CSW recommendations
- b. Important Information on Meetings
 - Follow-Through Activities
 - What are the follow-through activities which have to be done after the meeting?
 - Who is going to do the follow-through activities?
 - Why do we need to do these follow-through activities?
 - How and when are follow-through activities to be done?

For meaningful learning, best practices examples will be presented by the lecturers in this program.

*Note:

CGBP is accredited by the Civil Service Commission (CSC)

This training is recognized and certified by the CSC with program certification no. 2200631.

**CLICK
HERE TO
REGISTER
IN THIS
WEBINAR**

***Training investment is P 24,880 / person inclusive of a printed lecture guide and a nicely framed certificate that you can display on your wall. This will be delivered to your mailing address.**

***Optional:** Add P450 for a printed copy of a certificate of completion inclusive of delivery charge

Attendees from the government are exempted from the P2,000.00 per day limit set by COA for attending training provided by the private sector based on Department of Budget and Management Circular No. 563 dated April 22, 2016.

Attending this training is not covered by Philippine Procurement Law or RA 9184 based on its Revised IRR's Section 4.5-b which classifies training continuing education, conferences and similar activities as "non-procurement activities that shall be governed by applicable COA, CSC, and DBM rules."

This is "limited-slots-only" event and on first-come, first-served basis. Pre-registration is required.

The Center for Global Best Practices (CGBP) is an accredited training provider of the Civil Service Commission (CSC), Securities and Exchange Commission (SEC), Anti-Money Laundering Council (AMLC), Supreme Court for Mandatory Continuing Legal Education (MCLE), Bangko Sentral ng Pilipinas (BSP), Career Executive Service Board (CESB), Governance Commission for GOCCs, Professional Regulation Commission (PRC), LoGo TRI-PhilNet, a DILG – LGA recognized National Association of Local Resource Institutions, and other regulatory agencies.

CGBP welcomes suggestions and ideas of training programs that may be helpful to your career growth and the productivity of your organization. We also offer customized training programs for your company's needs. We are open to partnerships for mutually beneficial win-win collaborations.

For inquiries, please call program director, Aiza Cuenca at Manila lines: (+63 2) 8556-8968 or 69; Telefax (+63 2) 8842-7148 or 59. You may also check details and all other upcoming best practices training programs at www.cgbp.org

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