



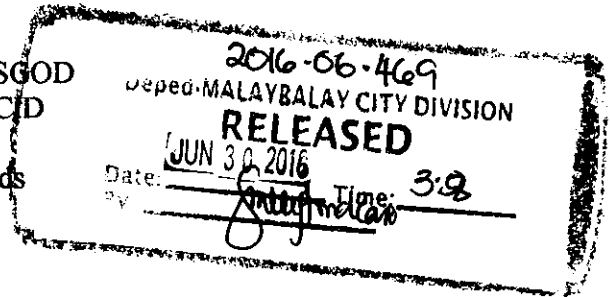
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City

Telefax: (0880 or 088) 221-4597 email: depedmblycity@yahoo.com



DIVISION ADVISORY

TO: Chief Education Supervisor and Staff, SGOD
Chief Education Supervisor and Staff, CID
Public Schools District Supervisors
Elementary and Secondary School Heads
This Division



FROM: *[Signature]* **EDILBERTO L. OPLENARIA, CESO VI**
OIC-Schools Division Superintendent

DATE: June 29, 2016

SUBJECT: **Dissemination of Regional Advisory dated June 15, 2016 Re:
"Development Academy of the Philippines-PUBLIC OFFERING
TRAINING COURSES 2016"**

1. For the information and guidance of all concerned, attached is a Regional Advisory re: **"Development Academy of the Philippines-PUBLIC OFFERING TRAINING COURSES 2016"** dated June 15, 2016, the content of which is self-explanatory.
2. Interested participants shall submit letter of intent 1 week prior to the scheduled date, attention: **Ferdinand V. Mortera, SEPS-HRD.**
3. School Heads are encouraged to post this advisory to their school bulletin boards for publication.
4. Immediate dissemination of this advisory is highly desired.



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
Zone 1 Upper Balulang
Cagayan de Oro City

Telephone No.: (088) 880-7072, 880-7071; email: region10@deped.gov.ph



REGIONAL ADVISORY

DepED-X
Cagayan de Oro City

23 JUN 2016
9/18

RELEASED

TO : Schools Division Superintendents

FROM : ALLAN G. FARILAZO, Ph.D., CESO IV
Regional Director

SUBJECT : Development Academy of the Philippines-PUBLIC OFFERING TRAINING COURSES 2016

DATE : June 15, 2016

The Development Academy of the Philippines invites qualified participants to the Public Offering Training Courses 2016. The training are as follows:

Name of Training	Date	Amount	Requirements	Description
Training Courses for Managers and Supervisors in the Public Sector (5ps)	July 14, 15, 16, 27, 28 & 29 Aug. 11, 12, 13 & 31 Sept. 1, 2, 23 & 24 Oct. 7	Php 60,000.00	At least Salary Grade 19 and above	In compliance with CSC training req'ts., the course is equivalent to 120 hours of management training.
Orientation Course in Competency Modelling and Person Profiling	August 16 to 19, 2016	Php 18,000.00	At least Salary Grade 15 and above	The course is equivalent to 32 hours of training.

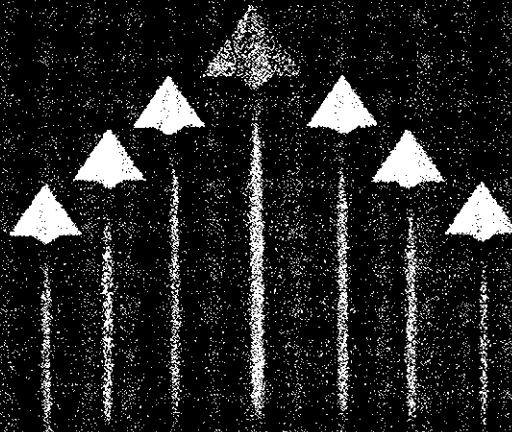
Trainings will be held at the Development Academy of the Philippines DAP Bldg., Ortigas Center, San Miguel Ave. Pasig City.

Please see attached training course brochure for more details.

HRDD/F1

A Public Offering of

TRAINING COURSE FOR MANAGERS AND SUPERVISORS IN THE PUBLIC SECTOR (SP5)



Competence, Professionalism and Integrity in the Public Service

In consonance with the Civil Service Commission's Strategic Priorities for 2010-2016, the Training Course for Managers and Supervisors in the Public Sector (SP5) seeks to provide the foundation for developing competent supervisors and managers who are able to create and maintain a high-performance, service-oriented, and productive work place that enables employee engagement.



development academy of the philippines

1000 Commonwealth Avenue, 15th Floor

Manila, Philippines 1000

tel: (632) 726-1000

fax: (632) 726-1000

www.dap.gov.ph

TRAINING COURSE FOR MANAGERS AND SUPERVISORS IN THE PUBLIC SECTOR (SPS)

Comprehensive Professional and Managerial Training for the Public Service

Premised on the framework of Service Leader, the course highlights 5Ps of management and leadership: (1) Personality; (2) Purpose; (3) Processes; (4) People; and (5) Plans to help achieve quality service and results.

COURSE OBJECTIVES

By the end of the 120-hour program, participants should be able to:

- Explain the variables of human behavior in organizations and how this can be managed and directed to encourage superior individual and team performance;
- Identify different quality and productivity management tools in order to improve work processes and organizational aspects of supervision; and
- Translate strategies into development plans for improved performance and effective service delivery.

TARGET PARTICIPANTS

Managers and Supervisors in the Public Sector

DURATION

120 hours (10 weeks)

MODULE DESCRIPTIONS

120 hours (10 weeks)

Day 1
July 14

Drawing insights from the field of Psychology, this module helps participants increase their awareness of and control over their own selves, especially of their own strengths, weaknesses, motivations, and reactions. The premise of this module is that effective management of others starts with a correct understanding and effective management of one's self.

Topics Covered: *Knowing yourself; 16 Types of Personality and their Strength and Weaknesses; Relating to Different Personalities*

120 hours (10 weeks)

Day 2
July 15

This module briefly surveys perspectives on the nature of development; the different but complementary roles of government, the private sector, and civil society in furthering national development; and the challenges of an ever-changing national and global reality to public organizations and public managers. It helps participants appreciate the contribution that a well-managed, responsive, and accountable public organization can make to the general welfare. It invites the participants to view their organizations' mandates with a fresh perspective, and to view their own roles within these organizations with renewed appreciation and confidence.

Topics Covered: *Role of Government in Society; Goals of the Bureaucracy; Mandates and functions of the Office/Agency; Types of service*

120 hours (10 weeks)

Days 3, 4, 5 and 6
July 16, 27, 28, and 29

This module helps the participants to understand an organization's work processes in terms of structure and flow, and introduces them to techniques and tools for diagnosing and then improving the effectiveness and efficiency of these work processes.

Topics Covered: *Organizational structure; Managing Resources; Management tools; Managing and Improving Systems and Processes; Communication and decision-making; Organizational Performance Measurement*

Continued on the next page...



development academy of the philippines

10001, Quezon City
Tel: (632) 8861-1000

TRAINING COURSE FOR MANAGERS AND SUPERVISORS IN THE PUBLIC SECTOR (5PS)

Competencies, Professionalism and Leadership in the Public Service

MODULE DESCRIPTIONS (continued)

Module 3: Social Psychology
Days 7, 8, 9, 10, 11 and 12
Aug 11, 12, 13, 31, Sep 1 and 2

This module draws insights from the field of Social Psychology to help participants understand the attitudes and motivations of other people, and the dynamics of human relationships and human behavior in offices and organizations. It then helps them to employ this understanding to more effectively relate to people, enabling them to achieve the highest potential and best performance in the workplace.

Topics Covered: Understanding Human Behavior; Organizational Culture; Group/Team Dynamics; Effective Leadership; coaching and mentoring; Managing Stress and Conflict; Individual and Team Performance Management

Module 4: Organizational Change
Days 13, 14 and 15
Sep 23, 24 and Oct 7

This module orients the participants on the principles and practice of implementing planned changes for enhancing organizational capabilities. Participants learn the techniques of diagnosing gaps in organizational performance, developing and evaluating alternative interventions for closing these gaps, translating strategies into doable action plans, and creating strategies for mitigating resistance to change.

Topics Covered: Organizational Diagnosis; Performance Gap Analysis; OD Strategies and Interventions; Action Planning; Implementing, Monitoring and Evaluating Change

COURSE FEE The total cost of the program is PhP 60,000.00 per participant, inclusive of 12% VAT.

DEVELOPMENT ACADEMY OF THE PHILIPPINES
CENTER FOR ORGANIZATIONAL DEVELOPMENT
DAP Building, San Miguel Avenue
Ortigas Center, Pasig City
Tel No: 631-2133 | Tel Fax: 631-2121

Contact Person:
Ms. Florie Martin
flie3martin@gmail.com

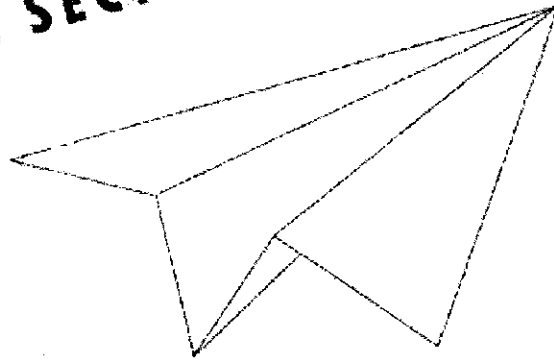


development academy of the philippines

Center for Organizational Development
Pasig City

A Public Offering of

TRAINING COURSE FOR MANAGERS AND SUPERVISORS IN THE PUBLIC SECTOR (5Ps)



Competence, Professionalism and Integrity in the Public Service

In consonance with the Civil Service Commission's Strategic Priorities for 2010–2016, the Training Course for Managers and Supervisors in the Public Sector (5Ps) seeks to provide the foundation for developing competent supervisors and managers who are able to create and maintain a high-performance, service-oriented, and productive work place that enables employee engagement.

Premised on the framework of Service Leader, the course highlights 5Ps of management and leadership: (1) Personality; (2) Purpose; (3) Processes; (4) People; and (5) Plans to help achieve quality service and results.



development academy of the philippines
CENTER FOR ORGANIZATIONAL DEVELOPMENT
DAP Building, San Miguel Avenue
Ortigas Center, Pasig City
Tel No. 631-2133 / Tel Fax: 631-2121

Contact Person:
Ms. Florie Martin / Ms. Tricia Dimalaluan
dapckm5@gmail.com

2016 TRAINING COURSE SCHEDULE

Day 1:	July 14	Module 0
Day 2:	July 15	Module 1
Day 3:	July 16	Module 2
Day 4-6:	July 27-29	
Day 7-9:	Aug 11-13	Module 3
Day 10-12:	Aug 31 Sep 1-2	
Day 13:	Sep 23	
Day 14:	Sep 24	Module 4
Day 15:	Oct 7	

TARGET PARTICIPANTS

Position holders and incumbents of SG-19 and higher performing supervisory and managerial functions.

DURATION

Eight (8) hours for fifteen (15) days

COURSE FEE

The total cost of the program is PHP60,000.00 per participant, inclusive of 12% VAT.

COURSE OBJECTIVES

By the end of the 120-hour program, participants should be able to:

- Explain the variables of human behavior in organizations and how this can be managed and directed to encourage superior individual and team performance;
- Identify different quality and productivity management tools in order to improve work processes and organizational aspects of supervision; and
- Translate strategies into development plans for improved performance and effective service delivery.

MODULE DESCRIPTIONS :

MODULE 0. MAXIMIZING PERSONALITIES

Day 1 July 14

Drawing insights from the field of Psychology, this module helps participants increase their awareness of and control over their own selves, especially of their own strengths, weaknesses, motivations, and reactions. The premise of this module is that effective management of others starts with a correct understanding and effective management of one's self.

Topics Covered: *Knowing yourself; 16 Types of Personality and their Strength and Weaknesses; Relating to Different Personalities*

MODULE 1. CLARIFYING PURPOSES

Day 2 July 15

This module briefly surveys perspectives on the nature of development; the different but complementary roles of government, the private sector, and civil society in furthering national development; and the challenges of an ever-changing national and global reality to public organizations and public managers. It helps participants appreciate the contribution that a well-managed, responsive, and accountable public organization can make to the general welfare. It invites the participants to view their organizations' mandates with a fresh perspective, and to view their own roles within these organizations with renewed appreciation and confidence.

Topics Covered: *Role of Government in Society; Goals of the Bureaucracy; Mandates and functions of the Office/Agency; Types of service*

MODULE 2. MANAGING WORK PROCESSES

Day 3 July 16

Day 4-6 July 27-29

This module helps the participants to understand an organization's work processes in terms of structure and flow, and introduces them to techniques and tools for diagnosing and then improving the effectiveness and efficiency of these work processes.

Topics Covered: *Organizational structure; Managing Resources; Management tools; Managing and Improving Systems and Processes; Communication and decision-making; Organizational Performance Measurement*

MODULE 3. LEADING PEOPLE

Day 7-9 Aug 11-13

Day 10-12 Aug 31, Sep 1-2

This module draws insights from the field of Social Psychology to help participants understand the attitudes and motivations of other people, and the dynamics of human relationships and human behavior in offices and organizations. It then helps them to employ this understanding to more effectively relate to people, enabling them to achieve the highest potential and best performance in the workplace.

Topics Covered: *Understanding Human Behavior; Organizational Culture; Group/Team Dynamics; Effective Leadership; coaching and mentoring; Managing Stress and Conflict; Individual and Team Performance Management*

MODULE 4. EXECUTING PLANS

Day 13 Sep 23

Day 14 Sep 24

Day 15 Oct 7

This module orients the participants on the principles and practice of implementing planned changes for enhancing organizational capabilities. Participants learn the techniques of diagnosing gaps in organizational performance, developing and evaluating alternative interventions for closing these gaps, translating strategies into doable action plans, and creating strategies for mitigating resistance to change.

Topics Covered: *Organizational Diagnosis; Performance Gap Analysis; OD Strategies and Interventions; Action Planning; Implementing, Monitoring and Evaluating Change*





development academy of the philippines
The National Productivity Organization

TELEFAX NO. 02- 6312121 • 6312133
TRUNKLINE NO. 6310921 TO 30 LOC116;120

**TRAINING COURSE FOR MANAGERS AND SUPERVISORS IN THE PUBLIC SECTOR
(5PS)**

REPLY SHEET



Participants

Endorsed by:

Signature above printed name

Position/designation



Development Academy of the Philippines
The National Productivity Organization



TRAINING COURSE FOR MANAGERS AND SUPERVISORS IN THE PUBLIC SECTOR (5PS)

REGISTRATION FORM

Please write clearly and legibly.

Full Name:	Age:
Nick Name:	Birth Date (month/day/year):
Position / Designation / SG:	No. of years in Gov't Service:
Agency / Organization:	Hobbies / Interests:
Email address:	Mobile no.:
Address:	

Please answer the questions briefly.

1. Why do you want to attend the Training Course for Managers and Supervisors in the Public Sector (5Ps)?

2. What are your expectations from the course?

I hereby certify that all details above are true and correct:

Signature over printed name

Date: _____

Important: Please attach a copy of your O.R. / proof of payment with your Registration Form

*Deadline of Registration and Payment is June 30, 2016.
Contact Nos. 02-6312121 / 02-6312133
Look for Ms. Baby / Ms. Florie / Ms. Caren*

<i>To be filled out by a DAP Officer.</i>	
OR No. _____	
Date: _____	
Course Fee: PhP _____	
Amount paid: _____	
PhP _____	
Remarks: _____	



development academy of the philippines
The National Productivity Organisation

TELEFAX NO. 02- 6312121 ■ 6312133
TRUNKLINE NO.: 6310921 TO 30 LOC116;120

**TRAINING COURSE FOR MANAGERS AND
SUPERVISORS IN THE PUBLIC SECTOR
(5PS)**

FACSIMILE REPLY SHEET

NAME OF AGENCY:

Participants

	Full Name	Position	Contact No.	EMAIL ADDRESS
1.				
2.				
3.				
4.				
5.				

Endorsed by:

Signature above printed name

Position/designation



Development Academy of the Philippines
The National Productivity Organization

TELEFAX NO. 02- 6312121 • 6312133
TRUNKLINE NO.: 6310921 TO 30 LOC116;120

TRAINING COURSE FOR MANAGERS AND SUPERVISORS IN THE PUBLIC SECTOR (5PS)

FACSIMILE TRANSMITTAL SHEET

TO:	FROM: TRICIA DIMALALUAN / FLO MARTIN
ATTENTION:	DATE:
FAX NUMBER:	TOTAL NO. OF PAGES: 4 PAGES
PHONE NUMBER:	CEL. NO. OF SENDER: 0935 570 7279
RE: (please see below)	SENDER'S FAX NO: 02 -6312121; 6312133
<input type="checkbox"/> URGENT <input type="checkbox"/> FOR REVIEW <input type="checkbox"/> PLEASE COMMENT <input type="checkbox"/> PLEASE REPLY <input type="checkbox"/> PLEASE RECYCLE	

In compliance with Civil Service Commission (CSC) training requirements:

INVITATION to the **TRAINING COURSE FOR MANAGERS AND SUPERVISORS IN THE PUBLIC SECTOR (5Ps)** at Development Academy of the Phils., DAP Bldg., Ortigas Center, San Miguel Ave. Pasig City on the following dates:

Day	Date (2016)	Topic
Day 1	July 14	Module 0: Maximizing Personalities
Day 2	July 15	Module 1: Clarifying Purpose
Day 3	July 16	Module 2: Managing Work Processes
Day 4	July 27	
Day 5	July 28	
Day 6	July 29	
Day 7	Aug 11	Module 3: Leading People
Day 8	Aug 12	
Day 9	Aug 13	
Day 10	Aug 31	
Day 11	Sep 1	
Day 12	Sep 2	Executing Plan
Day 13	Sep 23	
Day 14	Sep 24	
Day 15	Oct 7	

Course Fee of Sixty Thousand Pesos (P60,000.00) for each enrollee for fifteen (15) days, which is equivalent to 120 hours of management training.

Learn the ropes of **Competency Modeling and Position Profiling** as you reflectively go through the actual procedure of creating basic competency models and profiles using a **“guided task approach.”**



The Center for Organizational Development of the
Development Academy of the Philippines

invites you to the

ORIENTATION COURSE IN COMPETENCY MODELING AND POSITION PROFILING

on August 16 to 19, 2016

at 8AM-5PM in Rizal Honor Hall, 3/F B DAP Building
San Miguel Avenue, Ortigas Center, Pasig City

The target participants are professionals in SG-15 or higher.
The program fee is Php 18,000.00 per participant, inclusive of VAT.
This learning session is equivalent to **32 hours**.

For interested parties, please send the accomplished endorsement form
to dapckm5@gmail.com or to 831-2121 (telefax).
Contact Ms. Baby Balanzat or Ms. Dianne Delfin
831-0921 to 30 loc. 118



CENTER FOR ORGANIZATIONAL DEVELOPMENT
Development Academy of the Philippines

ISO 9001: 2008 Certified
DPM04509/09/179

TELEFAX: (02) 631-2121

TRUNK LINE: (02) 631-0921 TO 30 LOC 116; 120

EMAIL: dapckm5@gmail.com

ORIENTATION COURSE IN COMPETENCY MODELING AND POSITION PROFILING

FACSIMILE TRANSMITTAL SHEET

TO:	FROM:
ATTENTION:	DATE:
FAX NUMBER:	TOTAL NO. OF PAGES:
PHONE NUMBER:	MOBILE NUMBER OF SENDER:
RE: (Please see below)	SENDER'S FAX NUMBER:

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

Greetings from the Academy!

The Center for Organizational Development of the Development Academy of the Philippines is inviting you to the **ORIENTATION COURSE IN COMPETENCY MODELING AND POSITION PROFILING** at the Rizal Room, 3/F B DAP Building, San Miguel Avenue, Ortigas Center, Pasig City on August 16, 17, 18 and 19, 2016.

The course fee is **Eighteen Thousand Pesos (Php18,000.00)** for each participant* for four (4) days, which is equivalent to **32 hours**.

For interested parties, please send the accomplished endorsement form to dapckm5@gmail.com or 631-2121. Look for Ms. Baby Balanzat or Ms. Dianne Delfin.

Thank you very much!

*The target participants for this program are professionals in SG-15 or higher.



CENTER FOR ORGANIZATIONAL DEVELOPMENT

development academy of the philippines

ISO 9001: 2008 Certified
CIP140450906/679

ORIENTATION COURSE IN COMPETENCY MODELING AND POSITION PROFILING

TELEFAX: (02) 631-2121

TRUNK LINE: (02) 631-0921 TO 30 LOC 116; 120

EMAIL: dapckm5@gmail.com

PAYMENT SCHEMES

Direct Payment	Bank Deposit
<p>Proceed directly to DAP's Cashier's Office 3rd Floor, DAP Building San Miguel Avenue, Ortigas Pasig City</p> <p><i>Landmark: DAP Building is in between One San Miguel Bldg. and Jollibee Center</i></p> <p>After payment, proceed to 5th Floor, Center for Organizational Development, to submit a copy of your official receipt (OR) to Ms. Baby Balanzat or Ms. Dianne Delfin</p>	<p>Deposit payment to any Landbank Branch DAP Savings Account #0671-0105-40 (Landbank, Pasig Capitol Branch)</p> <p>You may fax a copy of your Deposit Slip to Telefax number <u>631-2121</u> or you may email it to dapckm5@gmail.com.</p>
<p>Note: All checks are payable to DEVELOPMENT ACADEMY OF THE PHILIPPINES</p>	
<p>Course Fee: PhP18,000.00</p>	
<p>Deadline of Registration and Payment: August 5, 2016</p>	



ORIENTATION COURSE IN COMPETENCY MODELING AND POSITION PROFILING

REGISTRATION FORM

Please write clearly and legibly.

Full Name:		Age:
Nick Name:		Birth Date (month/day/year):
Position / Designation / SG:		No. of years in Gov't Service:
Agency / Organization:		Hobbies / Interests:
Email address:		Mobile no.:
Address:		

Please answer the questions briefly.

1. Why do you want to attend the Orientation Course in Competency Modeling and Profiling?

2. What are your expectations from the course?

I hereby certify that all details above are true and correct:

Signature over printed name _____

Date: _____

Deadline of Registration and Payment is August 5, 2016
 Tel. Fax. (02) 631-2121
 Trunk line (02) 631-0921 to 3D loc. 116
 Look for Ms. Baby / Ms. Diane

To be filled out by a DAP Officer.

OR No. _____

Date: _____

Course Fee: PhP _____

Amount paid:
 PhP _____

Remarks: _____



Fwd: Development Academy of the Phils. – PUBLIC OFFERING TRAINING COURSES 2016

1 message

Dap Ckm <dapckm5@gmail.com>
To: Dap Ckm <dapckm5@gmail.com>
Bcc: region10@deped.gov.ph

Wed, Jun 8, 2016 at 1:22 PM

DepEd - A
Cagayan de Oro City

Greetings from the *Development Academy of the Philippines!*

JUN 08 2016
R.R.S.
RECEIVED

We would like to invite you to send participants to the following courses:

Name of Training	Date	Amount	Requirements	Description
Training Course for Managers and Supervisors in the Public Sector (5ps)	July 14,15,16, 27, 28 & 29 Aug. 11,12,13 & 31 Sept. 1, 2, 23 & 24 Oct. 7	Php 60,000.00	At least Salary Grade 19 and above	In compliance with CSC training req'ts., the course is equivalent to 120 hours of management training.
Orientation Course in Competency Modeling and Person Profiling	August 16 to 19, 2016	Php 18,000.00	At least Salary Grade 15 and above	The course is equivalent to 32 hours of training.









Training will be held at the Development Academy of the Philippines, DAP Bldg., Ortigas Center, San Miguel Ave. Pasig City.

Please see attached training course brochure for more details.

Thank you.

Center for Organizational Development
Development Academy of the Philippines
San Miguel Ave., Ortigas Center, Pasig City
Trunkline: (02) 631-0921 to 30 local 116 & 120
Telefax no.: (02) 6312121 and 6312133

8 attachments

-  **5Ps_Brochure Batch 2.pdf**
795K
-  **5Ps_Flyer Batch 2.pdf**
124K
-  **FAX TEMPLATE_Batch 2_.pdf**
42K
-  **Registration Form_5Ps_2016.pdf**
21K
-  **CMPP Batch 2 Invitation.pdf**
131K
-  **Facsimile_CMPP.pdf**
223K
-  **Payment Scheme - CMPP.pdf**
215K
-  **Registration Form_CMPP.pdf**
384K