



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



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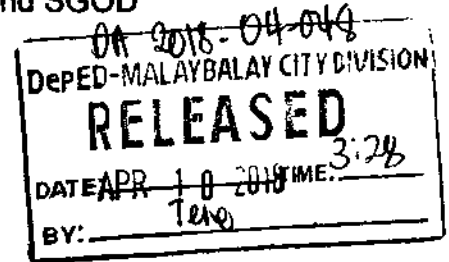
DIVISION ADVISORY

To: Assistant Schools Division Superintendent
Chief Education Supervisors and Staff, CID and SGOD
Elementary and Secondary School Heads
All others concerned
This Division

From:  **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

Date: April 10, 2018

Subject: **DISSEMINATION OF THE LETTER RECEIVED FROM PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC. (POAP) SIGNED BY ORETA G. AYSON, CESO I, PRESIDENT, DATED FEBRUARY 15, 2018 REQUESTING TO DESSIMINATE THE LINED UP TRAINING PROGRAMS AND SEMINARS OF THE ASSOCIATION**



1. For information and guidance of all concerned, this Office hereby disseminates the herein letter received from Personnel Officers Association of the Philippines, Inc. (POAP) signed by Oreta G. Ayson, CESO I, Presidents, Dated February 15, 2018 requesting to disseminate the lined up training programs and seminars of the association.

2. For immediate and widest dissemination.

Enclosure:
As stated

Copy furnished:
Records Unit
HRD

To be posted in the website



PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC.
A Civil Service Commission (CSC) Accredited Learning and Development Institution
Room 310 Delta Bldg., West Avenue, West Triangle, Quezon City 1104
<poap_org@yahoo.com>(02)373-0817;tf (02)373-3468; (02)373-3525
CP Nos. Smart (0949-8892016) and Globe (0917-8614273)
Website: www.poap.org.ph

2018 POAP TRAINING CALENDAR

February 15, 2018

MR. EDILBERTO L. OPLENARIA
CESO VI
Department of Education Region 10
Division of Malaybalay City

Dear Sir. Oplenaria:

A Blessed New Year!

The POAP Board of Directors is pleased to announce its 2018 Training Calendar. Mindful of the topics relevant to our goals of achieving improved productivity and effective delivery of services in the bureaucracy, we have lined up the training programs/seminars for this year taking into consideration the result of the Training Needs Analysis (TNA) conducted in 2017.

Attached are the following documents, for your reference:

- 2018 POAP Training Calendar indicating the topics, schedule and venues of the training programs/seminars for 2018 (please note that all the training activities including the year-end Annual Conference are LIVE-OUT); and
- The Guidelines for Nomination and other information regarding the attendance of your employee-participants in the said training activities.

Please nominate and authorize your officials and employees to attend any or all of these training programs/seminars on **Official Business**. We would be honored and doubly pleased if you could likewise join them! Further, kindly have this letter-invitation and its attachments disseminated to your colleagues in your attached agencies and other offices. We would, likewise, be more than happy to send invitations to agencies/government organizations you recommend to attend our training programs/seminars.

For further information, we can be reached at the following numbers: (02)373-0817; (02)373-3468; (02)373-3525; SMS (TEXT MESSAGE) at **0949-8892016** (SMART) or **0917-8614273** (GLOBE) or via e-mail: poap_org@yahoo.com or visit our website: www.poap.org.ph.

Finally, may we inform you that we also conduct in-house training programs which we could tailor-fit to your specific agency needs.

We hope to see you and your employees in our trainings!

Very truly yours,

LORETA G. AYSON, CESO I
President

GUIDELINES ON NOMINATION AND PARTICIPATION IN POAP TRAINING PROGRAMS AND ANNUAL CONFERENCE

1. Please submit in advance the duplicate copy of the accomplished Nomination Form, preferably three (3) weeks before the start of the seminar, to the POAP Secretariat at the indicated address, telephone/mobile number or e-mail address, to enable POAP to determine in advance the participants' needs such as kits, materials, meals and the size of the seminar hall.
 2. The legal basis for attendance and cost is NBC 563 dated April 22, 2016 (copy attached).
 3. The training fee of Seven Thousand Pesos (P7,000.00), inclusive of tax, will cover the following:
 - 3.1 Participation in the training program/seminar and City Tour in the afternoon of Day 4, from 1:00– 6:00 pm;
 - 3.2 Kits and CD of the lectures/exercises, etc. of the resource persons;
 - 3.3 Meals: three servings of lunch and seven servings of snacks. The cost of meal for Day 1 will be spent instead for the cultural tour of the city and its environs.
 - 3.4 Certificate of Appearance and;
 - 3.5 Certificate of Participation.
- Please note that Registration will start at 8:30 in the morning and the Training proper will start at 1:30 in the afternoon of Day 1 and officially end at noon of Day 4;
4. POAP reserves the right to cancel or merge programs which do not meet the required minimum number of participants; in case the programs are merged, the program with the lower number of confirmed participants will be cancelled. Due notice of cancellation/merger of programs will be given to those who have already signed up or submitted their nomination forms and announcement will be posted at the POAP Website. In this regard, please send your confirmation/nomination form especially your contact numbers, for proper notification.
 5. Pursuant to the new POAP Articles of Incorporation/By-Laws, the initial POAP membership fee is P350.00. Annual due is P200.00 while lifetime membership fee is P2,000.00. Seminar participants are invited to be members while existing POAP members are encouraged to renew their membership by paying an annual due of P200.00. A member in good standing enjoys certain rights, privileges and prerogatives particularly, discount on registration fees for trainings and conferences, membership in committees and the right to vote and be voted upon in the elections held during the annual conference.
 6. Registration and payment of seminar fees, membership fees and annual dues may be made upon receipt of this communication at the POAP office or via inter-branch deposit at a local Land Bank of the Philippines (POAP-LBP Savings Acct. No.(0231-1743-03), or Philippine National Bank (POAP-PNB Savings Acct. No. 105210001318, or at the venue before the start of the seminar from 8:30 a.m. to 5:00 p.m. on Day 1 and from 7:00 a.m. to 12:00 noon of Day 2.
 7. Priority will be given to participants who have already paid before the start of the seminar, i.e. reserved seats, kits and meal stubs. Please FAX or E-mail the deposit slip for our information and guidance. However, to be included in the priority list, please FAX, or preferably thru E-mail to the POAP, a copy of your receipt NOT LATER THAN THE REGISTRATION DAY. This will ensure that you have reserved seats and kits.

2018 POAP TRAINING CALENDAR

	<u>PROGRAM TITLE</u>	<u>DATE (2018)</u>	<u>VENUE</u>
1	Stress Management	April 24 - 27	Prince Plaza Hotel, Baguio City
2	Developing Effective Work Teams		
3	Values: Critical Components of Enhanced Performance	May 8 - 11	Eurotel, Clark Pampanga
4	Effective Supervisory Skills		
5	Managing Work Place Attitude	May 22 - 25	Fersal Hotel, Puerto Princesa City Palawan
6	Managing Government. Records including Personnel Records		
7	Accounting for Non-Accountants	June 19 - 22	La Carmela De Boracay, Station 2, Malay Aklan
8	Organizational Communication		
9	Work-Life Flexibility	July 10 - 13	Cebu Business Hotel, Cebu City
10	Conflict Management		
11	Employee Counseling and Grievance Handling	July 24 - 27	Hotel Salcedo De Vigan, Vigan Ilocos Sur
12	Effective Public Relationship Management		
13	Motivating Towards Peak Performance	August 14 - 17	The Pinnacle Hotel, Davao City
14	Advanced HRM Skills		
15	Giving Winning Presentations	September 4 - 7	Bohol Plaza Resort, Dauis Panglao, Tagbilaran City, Bohol
16	Career Planning and Development		
17	Employee Relations	September 25 - 28	Casa La Granja, Iloilo City
18	Good Governance and Corporate Social Responsibility		
19	Transformational Leadership in a Changing Environment	October 16 - 19	Casablanca Hotel, Legazpi City
20	Organizational Culture		

2 1	Quality Assurance in Organizations	November 6 - 9	Palmas Del Mar Hotel, Bacolod City
2 2	Problem Solving and Decision-Making		
2 3	Working Towards Personal Effectiveness	November 20 - 23	Harbor Lights Hotel, Cagayan de Oro City
2 4	Strategic Management		
2 5	43 RD National Conference	December 4 - 7	To Be Announced

POAP NOMINATION FORM

(Pls. submit thru email/fax a copy of this form, at the latest TWO WEEKS before the start of the course, to POAP)

Name: _____ Sex _____ Age _____
(Print surname, first name and middle name)

Title of Seminar _____

Position _____ Office: Agency: _____

Agency Address: _____

Fax No. _____ Phone No. _____ Email Address: _____

Food Request: () Vegetarian () Non-Pork Meals () Others _____

 Approving Official (Name in Print and Signature)

Position: _____