

## LEARNING AND DEVELOPMENT PLAN FOR CALENDAR YEAR 2025

Dates		Course Title	Course Description	Target Participants	Curriculum	Registration
From	To				Area	Fee
First Semester						
02/05/2025	02/06/2025	Basic Customer Service Skills (BCSS)  (via Webinar Format)	The Course is designed to enhance the competencies of all government employees in providing customer services that are attuned to the existing statutory, as well as CSC laws, rules and regulations with the aim of providing excellent public service delivery.	Line Managers/ Supervisors, HRMOs, Rank-and-File Employees providing frontline services	Technical	₱2,400.00
02/19/2025	02/20/2025	Leave Administration Course for Effectiveness (LACE)  (via Face-to-Face Format)	The Course aims to provide necessary insights to government employees on the various CSC laws, rules and regulations on leave as well as guide the Human Resource Management Officers and other HRM practitioners on how to properly apply the various CSC laws, rules and regulations on leave to certain situations observed in the agency.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱4,000.00 (with Training Kit)
03/10/2025	03/13/2025	Supervisory Development Program (SDP) Courses 1 & 2  (via Face-to-Face Format)	The Program aims to elevate the supervisors and managers to elevate their level of understanding, skills, approaches, and practices about Leadership and Human Resource Management (HRM); hence, make them competent, successful, innovative and effective leaders.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱8,000.00
03/20/2025	03/20/2025	Virtual GEDSI Forum  (via Webinar Format)	The Forum aims to appreciate and acknowledge the commendable efforts and perseverance of men and women, GAD and SOGIESC advocates in the country and abroad who continuously act as forerunner of change in the organization, environment and society, as a whole, supporters of the campaign in achieving a compassionate and harmonized networks toward closing gender gaps.	All personnel of agencies of the NGAs, LGUs, SUCs, GOCCs and HRMPs	Foundation	₱1,200.00
04/02/2025	04/02/2025	Seminar on Completed Staff Work  (via Webinar Format)	The CSW is a comprehensive and systematic process of analyzing a problem, recommending solution, and thoroughly presenting it to the supervisor to be either approved or disapproved. Employees are expected not only to present problems or concerns to their supervisors but most importantly to provide recommendations or proposed action for the supervisors to consider.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱1,200.00
04/09/2025	04/10/2025	Orientation-Workshop on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA)  (via Face-to-Face Format)	The training aims to enhance the capabilities of HR practitioners in the preparation and processing of appointments and other Human Resource Actions based on up-to-date CSC issuances.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱4,450.00 (with Training Kit)

Dates		Course Title	Course Description	Target Participants	Curriculum Area	Registration Fee
From	To					
First Semester						
4/14/2025	4/17/2025	Supervisory Development Course (SDC) Track 1  <i>(via Webinar Format)</i>	The course aims to upgrade the managerial and supervisory knowledge and skills of first-line supervisors in responding to the requirements of their job.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱4,800.00
04/21/2025	04/24/2025	Supervisory Development Program (SDP) Courses 3 & 4  <i>(via Face-to-Face Format)</i>	The Program aims to elevate the supervisors and managers to elevate their level of understanding, skills, approaches, and practices about Leadership and Human Resource Management (HRM); hence, make them competent, successful, innovative and effective leaders.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱8,000.00
5/6/2025	5/6/2025	RSP for PRIME-HRM Level 2  <i>(via Webinar Format)</i>	The Course will enable HR officers, staff, and members of the Human Resource Merit Promotion and Selection Board (HRMPSB) of public sector agencies to determine their RSP system's current state and develop an action plan to achieve PRIME-HRM Maturity Level 2.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱1,200.00
05/13/2025	05/15/2025	Seminar-Workshop on Administrative Justice (SWAJ) and Capability Building for Committee for Decorum and Investigation (CODI)  <i>Face-to-Face Format)</i>	The Seminar is designed to discuss the update of the procedural guidelines for the disposition of disciplinary and non-disciplinary cases. It is also aimed at ensuring consistency, predictability, and stability - values which are integral in upholding the rule of law. It also affords government workers fair treatment and protects them from being victimized by political biases, persecution, and personal whims.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱6,450.00 (with Training Kit)
05/21/2025	05/22/2025	Supervisory Development Program (SDP) Course 5  <i>(via Face-to-Face Format)</i>	The Program aims to elevate the supervisors and managers to elevate their level of understanding, skills, approaches, and practices about Leadership and Human Resource Management (HRM); hence, make them competent, successful, innovative and effective leaders.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱4,000.00
06/04/2025	06/05/2025	Values Orientation Workshop (VOW)  <i>(via Face-to-Face Format)</i>	The Workshop is designed to give officials and employees opportunities to clarify their personal and organizational values and to check if they have already possessed certain values and to enhanced or reinforced some of these needed values.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Human Resource Management Practitioners (HRMPs	Foundation	₱4,000.00
06/18/2025	06/19/2025	Orientation-Workshop on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA)  <i>(via Face-to-Face Format)</i>	The training aims to enhance the capabilities of HR practitioners in the preparation and processing of appointments and other Human Resource Actions based on up-to-date CSC issuances.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱4,450.00 (with Training Kit)

Dates		Course Title	Course Description	Target Participants	Curriculum Area	Registration Fee
From	To					
First Semester						
06/25/2025	06/26/2025	Seminar-Workshop on Coaching and Mentoring  <i>(via Webinar Format)</i>	The Program aims to equip leaders and managers with the purpose, principles and practices of mentoring and coaching that will enable them to develop the necessary competencies to efficiency to effectively mentor and coach others.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱4,000.00
Dates		Course Title	Course Description	Target Participants	Curriculum Area	Registration Fee
From	To					
Second Semester						
7/10/2025	7/10/2025	PM for PRIME-HRM Level 2  <i>(via Webinar Format)</i>	The Course will enable HR officers, staff, and members of the Performance Management Team (PMT) of public sector agencies to determine their PM system's current state and develop an action plan to achieve PRIME-HRM Maturity Level 2.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱1,200.00
07/17/2025	07/17/2025	Financial Education Program  <i>(via Webinar Format)</i>	The Course is designed to provide all employees with the required competencies on efficiently and effectively managing their respective financial resources as civil servants.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱1,200.00
07/30/2025	07/31/2025	2025 Conversations with Local Leaders in Eastern Visayas (CLLEV)  <i>(Face-to-Face Format)</i>	The two-day 2025 Conversations with Local Leaders in Eastern Visayas (CLLEV) will enable government executives in Eastern Visayas, specifically the heads of NGAs and GOCCs, presidents of SUCs/LUCs, Local Chief Executives and their Vice, HRM Officers and staff, and all HRM practitioners to share insights on Human Resource Management (HRM) and help government agencies be able to align their own practices with the "global trends and issues in Human Resource Management and Leadership."	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Human Resource Management Practitioners (HRMPs)	Leadership & Management	₱7,500.00 (with Training Kit)
08/11/2025	08/14/2025	Supervisory Development Program (SDP) Courses 1 & 2  <i>(via Face-to-Face Format)</i>	The Course aims to enhance the managerial capabilities of supervisors to ensure sustainability efforts directed towards employee empowerment in the service. It includes modules on leadership; how to spark exceptional performance, making powerful winning presentations and making meetings productive.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱8,000.00
8/27/2025	8/28/2025	Seminar on Public Sector Unionism  <i>via Webinar Format)</i>	The Course is designed to help government agencies be able to strengthen the roles played by the management and the employee unions in achieving organizational goals.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Human Resource Management Practitioners (HRMPs)	Leadership & Management	₱2,400.00

Dates		Course Title	Course Description	Target Participants	Curriculum Area	Registration Fee
From	To					
Second Semester						
09/15/2025	09/18/2025	Supervisory Development Program (SDP) Courses 3 & 4  (via Face-to-Face Format)	The Program aims to elevate the supervisors and managers to elevate their level of understanding, skills, approaches, and practices about Leadership and Human Resource Management (HRM); hence, make them competent, successful, innovative and effective leaders.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱8,000.00
9/24/2025	9/24/2025	L&D for PRIME-HRM Level 2  via Webinar Format)	The Course will enable HR officers, staff, and members of the Human Resource Development Committee (HRDC) of public sector agencies to determine their L&D system's current state and develop an action plan to achieve PRIME-HRM Maturity Level 2.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱1,200.00
10/08/2025	10/9/2025	Mental Health Seminar  (via face-to-Face Format)	The Seminar is designed how to take care the mental health of an individual. Mental Health includes emotional, psychological, and social well-being. It is more than the absence of a mental illness. It is essential to the overall health and quality of life.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Human Resource Management Practitioners (HRMPs	Foundation	₱4,000.00
10/13/2025	10/13/2025	R&R for PRIME-HRM Level 2  via Webinar Format)	The Course will enable HR officers, staff, and members of the PRAISE Committee of public sector agencies to determine their R&R system's current state and develop an action plan to achieve PRIME-HRM Maturity Level 2.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱1,200.00
10/15/2025	10/16/2025	Capacity Building for Committee Members of Grievance, PRAISE and HRMPsB  (via Face-to-Face Format)	The Seminar is designed to discuss the update of the procedural guidelines in handling complaint or protest in the workplace relating to Grievance, Awards, and in the Issuance of Appointments in consonance to the following CSC approved HR Policies of agencies, to wit: Grievance Machinery, PRAISE Policy and Merit Selection Plan.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all members of the Grievance Committee, PRAISE Committee, and the Human Resource Management Practitioners (HRMPs)	Technical	₱4,000.00
10/22/2025	10/23/2025	Orientation-Workshop on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA)  (via Face-to-Face Format)	The training aims to enhance the capabilities of HR practitioners in the preparation and processing of appointments and other Human Resource Actions based on up-to-date CSC issuances.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱4,450.00 (with Training Kit)
10/27/2025	10/31/2025	Supervisory Development Course (SDC) Tracks 2&3  via Webinar Format)	The course aims to upgrade the managerial and supervisory knowledge and skills of first-line supervisors in responding to the requirements of their job.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱6,000.00

Dates		Course Title	Course Description	Target Participants	Curriculum Area	Registration Fee
From	To					
Second Semester						
11/03/2025	11/04/2025	Developmental Training Program for Administration and Support Staff (DTPASS)  <i>(via Webinar Format)</i>	The L&D Program especially designed to provide the agency's administrative and support staff with the needed competencies in systematically organizing and maintaining clean and orderly workplace as well as promote and cultivate efficient and effective working environment.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱2,400.00
11/05/2025	11/06/2025	Supervisory Development Program (SDP) Courses 5  <i>(via Face-to-Face Format)</i>	The Program aims to elevate the supervisors and managers to elevate their level of understanding, skills, approaches, and practices about Leadership and Human Resource Management (HRM); hence, make them competent, successful, innovative and effective leaders.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, HRMPs with staff under them	Leadership & Management	₱4,000.00
11/19/2025	11/20/2025	2025 Service Excellence Summit for Leaders (SESL)  <i>(via Face-to-Face Format)</i>	The two-day 2025 Service Excellence Summit for Leaders (SESL) will enable government executives in Eastern Visayas, specifically the heads of NGAs and GOCCs, presidents of SUCs/LUCs, Local Chief Executives and their Vice, HRM Officers and staff, and all HRM practitioners to broaden their insights on Leadership and Human Resource Management (HRM), as well as help their agencies benchmark on the best practices of agencies which achieved excellence in human resource and organization development.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Human Resource Management Practitioners (HRMPs)	Leadership & Management	₱7,500.00 (with Training Kit)
12/02/2025	12/02/2025	Public Service Values Program (PSVP)  <i>(via Webinar Format)</i>	The Course is designed to promote and enhance public service values among officials and employees in government in order to ensure the attainment of the agencies' Vision, Mission and Strategic Directions, as well as improve individual and organizational performance.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Human Resource Management Practitioners (HRMPs)	Foundation	₱1,200.00
12/03/2025	12/04/2025	Leave Administration Course for Effectiveness (LACE)  <i>(via face-to-Face Format)</i>	The Course aims to provide necessary insights to government employees on the various CSC laws, rules and regulations on leave as well as guide the Human Resource Management Officers and other HRM practitioners on how to properly apply the various CSC laws, rules and regulations on leave to certain situations observed in the agency.	Agency Heads (NGAs, LGUs, SUCs, GOCCs) and their Assistants/Vice, Line Managers/ Supervisors, HRMOs, and all Rank-and-File Employees	Technical	₱4,000.00 (with Training Kit)

The Civil Service Commission Regional Office VIII also offers the following training as requested by other government agencies via the webinar or face-to-face format:

#### I. Leadership and Management Courses

##### Leadership and Management

Public Service Ethics and Accountability (PSEA) for Leaders  
Supervisory Development Program (SDP) Courses 1 & 2  
Supervisory Development Program (SDP) Courses 3 & 4  
Supervisory Development Program (SDP) Course 5

Seminar-Workshop on Coaching and Mentoring  
Digital Leadership  
RSP for PRIME-HRM Level 2  
PM for PRIME-HRM Level 2  
L&D for PRIME-HRM Level 2  
R&R for PRIME-HRM Level 2  
Seminar on Public Sector Unionism

## **II. Foundation Courses**

### **Values Program**

Public Service Ethics and Accountability (PSEA)  
Public Service Values Program (PSVP)  
Values Orientation Workshop (VOW)

### **Other General Foundation Courses**

Basic Customer Service Skills (BCSS)  
Developmental Training Program for Administrative Support Staff (DTPASS)

### **Future-Ready Program**

Course on Emotional Intelligence  
Mental Health Seminar

## **III. Technical Courses**

### **Training on CSC related policies and issuances on HR**

Seminar-Workshop on Administrative Justice and Capability Building for Committee on Decorum and Investigation (CODI)  
Capability Building of Committee Members for Grievance, PRAISE and HRMPSB  
Leave Administration Course for Effectiveness (LACE)  
Orientation-Workshop on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA)  
Capacity Building for Committee Members of Grievance, PRAISE, and HRMPSB

### **Financial Education**

Financial Education Program

### **Future-Ready Program**

Course on Digital Literacy