



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

JAN 19 2022

MEMORANDUM

FOR/TO : The Undersecretary for Policy, Planning and International Affairs
The Undersecretary for Enforcement
The Head Executive Assistant
The Assistant Secretary for Field Operations – Visayas
The Assistant Secretary for Field Operations – Mindanao
and Legislative Affairs
All Service Directors

FROM : The Assistant Secretary
Administration and Human Resources

SUBJECT : **TRAINING PROGRAMS OFFERED BY THE CENTER FOR EMPOWERMENT SEMINARS AND WORKSHOPS, INC.**

The Human Resource Development Service envisions a high performing, competent, and engaged workforce by providing strategic and relevant learning and development (L&D) interventions to address the competency gaps and identify career development needs of our officials and employees. To achieve this, the Service continues to identify and coordinate with qualified external Learning Service Providers (LSPs) for training programs that are not available in the Department, to help our employees enhance their competencies as indicated in the Individual Development Plans (IDPs) 2020-2022.

Hereunder are two (2) leadership programs offered by the Center for Empowerment Seminars and Workshops, Inc. (CESWI) for the period covering January to June 2022 which our personnel, who have identified said programs in their respective IDPs, may opt to attend:

COURSES	TARGET PARTICIPANTS	SCHEDULE	REGISTRATION FEE
Strategic Thinking for Leaders	Supervisors, Managers	Feb 25-26, 2022 (Fri-Sat) 9:00-12:00NN and 2:00-5:00 PM	PhP 3,500.00
Driving Innovation through Agile Leadership	Supervisors, Managers	Mar 18-19, 2022 (Fri-Sat) June 16-17, 2022 (Thu-Fri) 9:00-12:00NN and 2:00-5:00 PM	PhP 3,500.00

Interested personnel (see attached list of employees based on IDPs 2020-2022) shall submit their duly accomplished Endorsement Form, signed by their respective Service Director or immediate supervisor, to the Training and Development Division, HRDS at least two (2) weeks prior to the activity, for the preparation of necessary Special Order.

They may also register through this link: <https://forms.gle/PcK1UQfZdvWnUBvG9>, provided that they were endorsed by their respective supervisors.

Participation in any of these courses is subject to availability of funds and the usual accounting and auditing rules and regulations.

For consideration and appropriate action.


RUTH M. TAWANTAWAN, CESO II



January 3, 2021

Good day! We are from the Center for Empowerment Seminars and Workshops, Inc., an accredited learning and development institution of the Civil Service Commission. We are pleased to announce that we are offering the following online leadership and professional development training programs from January to June 2022.

JANUARY

Risk Management (8hrs)
Target Participants: Mid-level to Top Level Managers
Feb. 28 (Mon); 8am-12nn, 1-5pm
*includes offline activity
Php2,200

Basic Management Program for Emerging Leaders (12hrs)
Target Participants: Team Leaders, Newly-promoted Supervisors or Managers
Jan. 22-23 (Sat-Sun); 9am-12nn; 2-5pm
Php3,500

FEBRUARY

Performance Management (8hrs)
Target Participants: First-level, Mid-level, and Top-level Managers
Jan. 29-30 (Sat-Sun); 10am-12nn, 2-4pm
Php2,200

Stress and Time Management for Leaders (6hrs)
Target Participants: Team Leaders, First-level, Mid-level, Top-level Managers
Feb. 1 (Tue); 9am-12nn, 2-5pm
Php1,500

Leading with Emotional Intelligence (8hrs)
Target Participants: Team Leaders; First-level, Mid-level, Top-level Managers
Feb. 4-5 (Fri-Sat); 10am-12nn, 2-4pm
Php2,200

Managing Workplace Conflict (8hrs)
Target Participants: Team Leaders, First-level to Mid-level Managers
Feb 11-12 (Fri-Sat); 10am-12nn, 2-4pm
Php2,200

Competency-Based Talent Management (8hrs)
Target Participants: First-level to Mid-level Managers, HR Practitioners
Feb. 19-20 (Sat-Sun); 10am-12nn, 2-4pm
Php2,200

Strategic Thinking for Leaders (12hrs)
Target Participants: First level, Mid-level, Top-level Managers
Feb. 25-26 (Fri-Sat); 9am-12nn, 2-5pm
Php3,500

MARCH

Project Management (16hrs)
Target Participants: Mid-level to Top-level Managers
Mar. 4-5, 11-12 (Fri-Sat); 10am-12nn, 2-4pm
Php4,000

Driving innovation Through Agile Leadership (12hrs)
Target Participants: Team Leaders, First-line, Mid-level to Top-level Managers
Mar. 18-19 (Fri-Sat); 9am-12nn, 2-5pm
Php3,500

Effective Presentation Skills (8hrs)
Target Participants: Team Leaders, First-line to Top-level Managers, Sales & Marketing Professionals
Mar. 25-26 (Fri-Sat); 10am-12nn, 2-4pm
Php2,200

APRIL

Strategic Negotiation Skills (6hrs)
Target Participants: First-level, Mid-level, Top-level Managers; Public Relations Officers; Sales and Marketing Officers
April 2 (Sat); 9am-12nn, 2-5pm
Php1,500

Basic Management Program for Emerging Leaders (12hrs)
Target Participants: Team Leaders, Newly-promoted Supervisors or Managers
April 23-24 (Sat-Sun); 9am-12nn; 2-5pm
Php3,500

Employee Engagement (8hrs)
Target Participants: First-level to Mid-level Managers, HR Practitioners
April 29-30 (Sat-Sun); 10am-12nn, 2-4pm
Php2,200



MAY

Stress and Time Management for Leaders (6hrs)
Target Participants: Team Leaders, First-level, Mid-level, Top-level Managers
May 3 (Tue); 9am-12nn, 2-5pm
Php1,500

Leading with Emotional Intelligence (8hrs)
Target Participants: Team Leaders; First-level, Mid-level, Top-level Managers
May 6-7 (Fri-Sat); 10am-12nn, 2-4pm
Php2,200

Managing Workplace Conflict (8hrs)
Target Participants: Team Leaders, First-level to Mid-level Managers
May 13-14 (Fri-Sat); 10am-12nn, 2-4pm
Php2,200

Performance Management (8hrs)
Target Participants: First-level, Mid-level, and Top-level Managers
May 21-22 (Sat-Sun); 10am-12nn, 2-4pm
Php2,200

Risk Management (8hrs)
Target Participants: Mid-level to Top Level Managers
May 28 (Mon); 8am-12nn, 1-5pm - includes offline activity
Php2,200

JUNE

Effective Presentation Skills (8hrs)
Target Participants: Team Leaders, First-line to Top-level managers, Sales Professionals
June 4 (Sat); 8am-5pm
Php2,200

Project Management (16hrs)
Target Participants: Mid-level to Top-level Managers
Jun 3,4,10,11 (Fri-Sat); 10am-12nn, 2-4pm
Php4,000

Strategic Negotiation Skills (6hrs)
Target Participants: First-level, Mid-level, Top-level Managers; Public Relations Officers; Sales and Marketing Officers
June 9 (Thu); 9am-12nn, 2-5pm
Php1,500

Driving innovation Through Agile Leadership (12hrs)
Target Participants: Team Leaders, First-line, Mid-level to Top-level Managers
June 16-17 (Thu-Fri); 9am-12nn, 2-5pm
Php3,500

Strategic Thinking for Leaders (12hrs)
Target Participants: First level, Mid-level, Top-level Managers
Jun 22-23 (Wed-Thu); 9am-12nn, 2-5pm
Php3,500

Competency-Based Talent Management (8hrs)
Target Participants: First-level to Mid-level Managers, HR Practitioners
Jun 25-26 (Sat-Sun); 10am-12nn, 2-4pm
Php2,200

INCLUSIONS: E-copy of presentation slides and e-certificates

DISCOUNTS

- **Early Bird Promo** – 10% off on programs paid 20 days in advance.
- **Bulk Enrollment** – 5% off on total tuition for participants who enrolled in 3 or more programs paid on a single receipt.
- **Group Enrollment** – 5% off for a group composed of six or more members enrolling in the same program and tuition to be paid on a single receipt.

For more information, you may contact us directly at (027) 6177693 or (0917)1236408.

We hope to hear from you soon.



FAYE LIONG
Program Head



**LIST OF PERSONNEL TARGETING LEADERSHIP COMPETENCIES
BASED ON THE INDIVIDUAL DEVELOPMENT PLAN 2020-2022**

OFFICE	NAME	TARGET COMPETENCY
HRDS	Bernardita S. Tubang	LC1-Strategic Leadership
SCIS	Rowena R. Ganibi	LC1-Strategic Leadership
SCIS	Maria Madeline P. Dela Peña	LC1-Strategic Leadership
SCIS	Ernestina F. Jose	LC1-Strategic Leadership
LAS	Anita C. Iringan	LC1-Strategic Leadership
LAS	Kris Rajani V. Nagera	LC1-Strategic Leadership LC4- People Performance Management
LAS	Shelan Jane D.C. Teh	LC1-Strategic Leadership
LAS	Paulo Enrico M. Dones	LC5- Partnership and Networking
LAS	Illac G. Bohol	LC1-Strategic Leadership
LAS	Cesar Wendel F. Caoagas	LC1-Strategic Leadership
LAS	Cyril Joy T. Gerona	LC1-Strategic Leadership
IAS	Mabel F. Coloma	LC1-Strategic Leadership LC2- Leading Change
FMS	Evangeline F. Limyoco	LC1-Strategic Leadership LC2- Leading Change LC3- People Development
FMS	Ronald B. Nilo	LC1-Strategic Leadership
FASPS	Marilou T. Calado	LC1-Strategic Leadership LC2- Leading Change
FASPS	Eda B. Soriano	LC1-Strategic Leadership
KISS	Antonio S. Bautista, Jr.	LC1-Strategic Leadership
KISS	Eugene C. De Guzman	LC1-Strategic Leadership
KISS	Ariel P. Catindig	LC1-Strategic Leadership LC3- People Development LC4- People Performance Management LC5- Partnership and Networking
PPS	Ma. Theresa I. Escubio	LC1-Strategic Leadership LC3- People Development LC4- People Performance Management LC5- Partnership and Networking
PPS	Thelma C. Alcaraz	LC5 Partnership and Networking
Office of the Secretary	Sim C. Flores	LC1-Strategic Leadership
Office of the USEC for Policy, Planning and International Affairs	Loreta Z. Basilio	LC1-Strategic Leadership
Office of the USEC for Policy, Planning and International Affairs	Maria Magnolia Q. Danganan	LC1-Strategic Leadership
Office of the USEC for Enforcement	Antoinette Q. De Leon	LC1-Strategic Leadership LC5- Partnership and Networking
Office of ASEC for Field Operations Visayas	Benjamin Claudio V. Gaerlan	LC1-Strategic Leadership LC2- Leading Change
Office of ASEC for Field Operations Visayas	Maureen N. Reyes	LC1-Strategic Leadership
Office of ASEC for Field Operations Mindanao and Legislative Affairs	Catherine C. Pagkatipunan	LC5 Partnership and Networking



Republic of the Philippines
 Department of Environment and Natural Resources
 Visayas Avenue, Diliman, Quezon City
 Tel Nos. 929-6626 to 29; 929-6633 to 35
 926-7041 to 43; 929-6252; 929-1669
 Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

ENDORSEMENT FORM FOR LEARNING EVENT

Course Title:			
Learning Service Provider:			
Learning Event Objective(s):			
Date Covered:			
Name of Learner(s)	Position/Designation	Target(s) for Development	Signature of Learner(s)
<p>This office certifies that the attendance of the above-mentioned personnel to the learning event stated in this form will not hamper in the delivery of service by this office. Also, all expenses to be incurred from this activity including registration fee is chargeable against this office, subject to the provisions of the National Budget Circular No. 563 dated April 22, 2016 and to the usual accounting and auditing rules and regulations.</p>			
<p>_____</p> <p>Head of Office</p>			
<p>_____</p> <p>Designation</p>			
<p>_____</p> <p>Date</p>			
Office/ Division/ Section/ Unit:	Tel. Nos.:		
Office/ Region/ Bureau/ Attached Agencies:	Office Email Address:		