



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



May 22, 2017

DIVISION MEMORANDUM  
No. 244 s. 2017

DepEd RO7 Advisory No. 44, s. 2017  
May 17, 2017

(In compliance with DepEd Order No. 8, 2013, this advisory is issued for the information of DepEd officials, personnel/staff, as well as the concerned public)

**CESB Accredited Leadership Training Program for 2017**

To: Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office is hereby disseminating the communication from the Human Resource Innovations and Solutions, Inc., inviting all interested parties to join its CESB Accredited Leadership Training Program for 2017.
2. Attention is invited to table graph 1 in the first and second page of the said communication for the objectives, dates, venues and registration fees of the aforementioned Leadership Training Programs for 2017.
3. For details, please see attached communication and other related documents.
4. For the information of all interested and concerned parties.

  
**VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
Schools Division Superintendent 



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



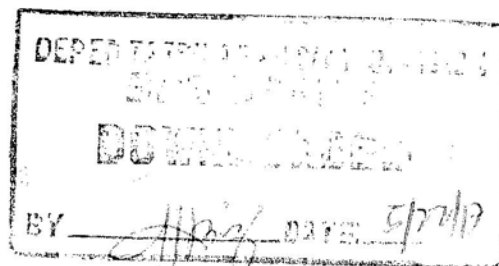
DepEd RO7 Advisory No. 4A, s. 2017  
May 17, 2017

(In compliance with DepEd Order No.8, s.2013, this advisory is issued for the information of DepEd officials, personnel/staff, as well as the concerned public.)

**CESB Accredited Leadership Training Program for 2017**

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3. The said communication and other related documents are herewith attached for further reference.
4. For the information of all interested and concerned parties.

RD  
ARV



*Juliet A. Jeruta*  
**JULIET A. JERUTA**  
Director III  
OIC-Regional Director

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030,  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*“EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat”*



Attention: **Human Resource Department/Training Department**  
**All Career Executive Service Board Members & Eligibles/Interested Officers, Directors, and Staff**

Dear CESB Members/ Interested Staff,

We are pleased to invite you to the CESB accredited leadership training program for 2017 to be conducted by HUMAN RESOURCE INNOVATIONS AND SOLUTIONS, INC. (HURIS, Inc).

<p><b>Strategic and Critical Thinking</b></p> <p>This program allows participant to understand what is strategic thinking, its key characteristics and importance to leadership. This will also be a venue to appreciate its fundamentals and latest thinking on strategic planning and management as well as understand the key success factors of strategic execution.</p>	<p>May 25-26, 2017 (2 Days)</p> <p>PHP 11,480.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p><b>Driving Innovation</b></p> <p>The program will help the participants understand and appreciate the need for a mindset of creative thinking and innovation. They will learn and understand the driving and hindering forces in creative thinking and innovation as well as develop and enhance their skills. They will learn and practice skills in actual workplace challenges and prepare action plans to apply learn concepts in back-home situations.</p>	<p>June 1-2, 2017 (2 Days)</p> <p>PHP 11,480.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p><b>Essentials of Managing Change and Employee Transition</b></p> <p>This program provides the participants an idea how to distinguish between change and personal transition. It also provides a transition process and change leadership framework, and an opportunity to understand resistance to change and how to manage it.</p>	<p>June 8-9, 2017 (2 Days)</p> <p>PHP 11,480.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p><b>Effective Conflict Resolution and Solving Employee Performance Issues thru Mediation</b></p> <p>In this program, the participants learn the basics and conflict management. They will understand concepts and models in mediation as an effective vehicle for conflict and dispute resolution. They will be able to identify options, and differentiate interests from positions, and understand how to generate variable options, generate relevant criteria and choose viable alternatives as essential components in the mediation process. Participants will be able to practice skills in mediation through the use of case studies, role playing and simulations.</p>	<p>June 15-16, 2017 (2 Days)</p> <p>PHP 11,480.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p><b>New Leadership Style for the 21st Century</b></p> <p>This program provides a better understanding of self-mastery, emotional quotient and relating the EQ skills to effective leadership and success. Participants also learn how to these skills to coaching, conflict resolution and in handling difficult employees.</p>	<p>June 21-23, 2017 (3 Days)</p> <p>PHP 17,220.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>
<p><b>Transformational Leadership</b></p> <p>In this program, participants will be able to understand the basic concepts about being an effective leader. They will understand how to help subordinates/ learners/mentees map out attainable personal and professional goals as well as plan workable strategies and implementing such strategies to achieve the stated objectives.</p>	<p>July 6-7, 2017 (2 Days)</p> <p>PHP 11,480.00 VAT Inclusive</p> <p>Astoria Plaza Hotel, Pasig City</p>


<b>Performance and Results Management</b>  In this program, the participants will be able to articulate a systematic Performance Management Process and its key elements. It will also help identify core goals and metrics including lead and lag metrics. Participants will learn how to analyze people performance and recommend changes from a systematic performance framework.	July 13-14, 2017 (2 Days)  PHP 11,480.00 VAT Inclusive  Astoria Plaza Hotel, Pasig City
<b>Coaching: Raising Performance to the Next Level</b>  This program participants the basics of high Impact Coaching. To gain insights, clarity and focus on how Leaders can help subordinates improve performance results over time. It gives the participants an opportunity to experience how Coaching is done using a proven framework. It also provides a mechanism to continuously apply the coaching framework in the workplace.	July 20-21, 2017, (2 Days)  PHP 11,480.00 VAT Inclusive  Astoria Plaza Hotel, Pasig City
<b>Positive Discipline</b>  This program reinforces the participant's working knowledge of acceptable standards of behavior in the company. They will understand the role of positive discipline in correcting employee performance problems and help achieve a positive turn-around in performance. Learn and apply the basic concepts behind "due process" through case study analysis. They will be given opportunity to practice the interpersonal communication skills necessary in conducting a hearing and/or dialogue/feedback in the context of practicing positive discipline.	July 27-28, 2017 (2 Days) (New Schedule)  PHP 11,480.00 VAT Inclusive  Astoria Plaza Hotel, Pasig City
<b>Managerial Leadership</b>  This program will help participants differentiate between Management and Leadership, and acknowledge the key role of managerial leadership in achieving results. They will also be able to practice the key management skills of Planning, Organizing and Control, as well as leadership skills of staffing, coaching, conflict resolution and team building.	August 3-4, 2017 (2 Days)  PHP 11,480.00 VAT Inclusive  Astoria Plaza Hotel, Pasig City
<b>Strategic Decision Making</b>  In this program, participants will learn how to decide, recommend decisions, how to analyze and manage risks such as prevention and contingencies should these happen. In analyzing problems, they learn how to pinpoint through causes and make decisions either to correct or adapt. They also learn to analyze complex situations by indicating what actions are needed, prioritize, and identify responsibilities for actions.	August 10-11, 2017 (2 Days)  PHP 11,480.00 VAT Inclusive  Astoria Plaza Hotel, Pasig City

With our 2017 Leadership programs, we will be your partners, serving as a catalyst of change in your organization. We welcome any Non-CESO participant with supervisory functions who would like to attend our training programs.

If interested, kindly fill-out the attached Registration Form. And you may call (02) 871-6519 or 661-5954 or email at [cesb\\_training@huris.com.ph](mailto:cesb_training@huris.com.ph) and look for Laisha Lao, Queenie Paragile or Malne Olicia.

Hurry and send in your reservations as we have limited seats available!

Regards,



**LAISHA RUH LAO**  
Learning and Development Services Manager  
Human Resource Innovations & Solutions, Inc. (HURIS)



Human Resource Innovations & Solutions, Inc.  
**CESB TRAINING REGISTRATION FORM**  
 Kindly write legibly. PRINT data on the spaces provided.  
 This form can be reproduced.



Full Name:		Nickname:	Gender:	CES Rank:
Position:		Telephone No.:	Fax No.:	Mobile No.:
Office:		Office Address:		
Department/Agency:		Religion:	Email Address:	
Dietary Requirements (required):				
Please check (✓) the training programs or workshops you wish to attend:				

TRAINING PROGRAM / WORKSHOP	TRAINING FEE	TRAINING DATE	Will Attend
1. Strategic and Critical Thinking (2 Days)	PhP 11,480.00 VAT Inclusive	May 25-26, 2017	
2. Driving Innovation (2 Days)	PhP 11,480.00 VAT Inclusive	June 1-2, 2017	
3. Essentials of Managing Change and Employee Transition (2 Days)	PhP 11,480.00 VAT Inclusive	June 8-9, 2017	
4. Effective Conflict Resolution and Solving Employee Performance Issues thru Mediation (2 Days)	PhP 11,480.00 VAT Inclusive	June 15-16, 2017	
5. New Leadership Style for the 21st Century (3 Days)	PhP 17,220.00 VAT Inclusive	June 21-23, 2017	
6. Transformational Leadership (2 Days)	PhP 11,480.00 VAT Inclusive	July 6-7, 2017	
7. Performance and Results Management (2 Days)	PhP 11,480.00 VAT Inclusive	July 13-14, 2017	
8. Coaching: Raising Performance to the Next Level (2 days)	PhP 11,480.00 VAT Inclusive	July 20-21, 2017	
9. Positive Discipline (2 Days) (New Schedule)	PhP 11,480.00 VAT Inclusive	July 27-28, 2017	
10. Managerial Leadership (2 Days)	PhP 11,480.00 VAT Inclusive	August 3-4, 2017	
11. Strategic Decision Making (2 Days)	PhP 11,480.00 VAT Inclusive	August 10-11, 2017	

**MODE OF PAYMENT (Please check [✓]):** Note: Payment should be made at least two (2) weeks prior to the workshop date. After depositing your payment, please fax copy of deposit slip to Telefax No. (02) 749-2902. Kindly indicate name of attendees and company name for the issuance of the Official Receipt.

Cash/Cheque

Deposit in HURIS Bank Account:

- Metrobank, Account Name: Human Resource Innovations and Solutions, Inc., Account No. 062-3-06224357-1), Cheque (Please prepare payable to: Human Resource Innovations and Solutions, Inc.)
- Land Bank of the Philippines, Account Name: Human Resource Innovations and Solutions, Inc., Account No. 2311-0997-20), Cheque (Please prepare payable to: Human Resource Innovations and Solutions, Inc.)
- Any and all bank charges will be for the account of the participants.

Deliver to HURIS office (Suite M3 Seven East Capitol Bldg., #7 East Capitol Drive, Barrio Kapitolyo, Pasig City 1603)

Reminders:

- Kindly submit BIR Form 2306 Certificate of VAT Withheld and BIR Form 2307 Certificate of Tax Withheld if VAT and Taxes will be withheld from the training fee.
- No payment, No Certificate policy will be applied.
- Statement of Account (SOA) will be sent via email or fax and the original SOA will be given on the first day of the training to the participants (as requested).

TERMS AND CONDITIONS:

1. Submission of an accomplished Registration Form is strictly required and this will serve as the billing statement.
2. Confirmation letters will be sent to all registered participants via email or fax at least 2 weeks before the training.
3. Upon receipt of the Registration Form, the participant's attendance is considered confirmed.
4. Payment should be made at least two (2) weeks prior to the workshop date.  
 NOTE: Accommodations are not included.
5. Official Receipts will be given on the 1<sup>st</sup> day of the training at the training venue.
6. If the participant is unable to attend the training due to unavoidable circumstances, an advise must be sent to HURIS office at least 2 weeks before the training proper.
7. Cancellations:
  - For paid participants, if cancellation notice/advise is received 2 weeks before the training proper, the training fee will be forfeited to defray the administrative and hotel reservation fees.
  - For participants who have not yet fully remitted their payment, changes/reschedule and cancellation will be charged of a total training fee to defray the administrative and hotel reservation fees.
  - Refund of training fees will not be allowed; although replacements, in lieu of the original registrant may be entertained, provided the request is done in writing 2 week before the training.
8. Dietary requirement should be advised prior to the training proper so as not to incur additional food expenses. Any food replacement during the training proper will be for the account of the participant.
9. Participants are requested to make their own travel and hotel arrangements. These are not covered by the training fees.
10. HURIS reserves the right to re-schedule programs if the minimum number of participants is not met at least 2 weeks before the training.

I confirm that the information given by me is true and correct. I also confirm that I have read, understood and agreed to the Terms and Conditions contained in this Registration Form.

For more information, please call (02) 871-6519 or 661-5954  
 and look for Lailsha Lao, Queenie Paragile or Maine Qlicla

Email: [cesb.training@huris.com.ph](mailto:cesb.training@huris.com.ph)

Signature of Participant Over Printed Name



HUMAN RESOURCE INNOVATIONS AND SOLUTIONS, INC.  
In partnership with  
CAREER EXECUTIVE SERVICE BOARD (CESB)



## FAX COVER LETTER

ATTENTION:	OIC-Dir. Juliet A. Jeruta
POSITION:	OIC-Dir.
OFFICE:	
TEL NUMBER:	(032) 231-1309; 414-7399
FAX NUMBER:	
TOTAL PAGES TO BE SENT:	4 pages

Suite M3 Seven East Capitol Building  
No. 7 East Capitol Drive, Bgy. Kapitolyo  
Pasig City, Philippines

Telephone no.: (02) 661-5954  
Fax no.: (02) 746-2962