



# CSC DOS WEB APP

**COURSE TITLE :** Supervisory Development Course (SDC) Track I

**TRAINING DATE :** November 03, 2021 to November 05, 2021

**TOTAL TRAINING HOURS :** 24

**TRAINING VENUE :** To be determined

**TRAINING FEE :** 4500

## COURSE DESCRIPTION :

### Course Description

This course is designed to make supervisors better decision-makers, problem-solvers, and counselors to their direct reports. It further makes them attuned to the changing and diversified demands of their supervisory job.

**Schedule:** November 3,4 & 5, 2021 (8 AM-5 PM) Please note that the schedule is subject to change depending on the circumstances during this time of the pandemic.

Target Audience: Supervisors/Division Chiefs/ Section Chiefs/ Department Heads/ Principals and other positions handling management and supervisory positions, Aspirants for supervisory roles or positions

### Training Hours:

Equivalent to twenty-four (24) hours of leadership training.

### Admission requirements:

- at least 3 mbps internet connectivity
- desktop/laptop with working audio and video
- earphone or headphone to minimize background noise
- fully paid registration fee

### Registration Fee

Payment of registration fee should be done at least five (5) days before the schedule of the training. Payment can be made through:

- 1.Cash paid in the CSC Regional Office No. 2 or any of its Field Offices
- 2.Bank deposit to the CSCRO II Landbank of the Philippines (LBP) Account

Account Name: Civil Service Commission

Account No. 0122-1001-89

Account Branch: Land Bank Tuguegarao

3.Fund Transfer via any bank, Gcash, or e-payment facility

A notification via email requesting the confirmation of your slot and the link for the course advisory and requirements will be sent to you at least two days before the training.

**The electronic copy of Proof of Payment (Official Receipt/Deposit Slip/Fund Transfer, etc.) should be uploaded through this link: <https://bit.ly/3ASrKw5>**

Please note that only the proof of payment uploaded through the link provided will be considered valid for processing. Any proof of payment sent to any of the CSC RO II emails will not be considered for processing.

Note: An email notification requesting your confirmation of a slot including the training advisory will be sent via the registered email address at least one day before the training. If you do not receive an email, please call us. For inquiries or any concerns, you may contact Ms. Camille P. Soriano at 0936-616-0935 or 377-7258 or email us at [cscreg2training@gmail.com](mailto:cscreg2training@gmail.com).

#### Information Collection And Use:

The Civil Service Commission follows all legal requirements to protect your data and privacy. We collect several different types of information for various purposes to provide and improve our services to you. We may ask you to provide us with certain personally identifiable information that can be used to contact or identify you, or for data processing for the purpose of activity-organizing, record keeping, and archiving.