MEMORANDUM

TO: THIRD LEVEL OFFICIALS, CAREER EXECUTIVE SERVICE (CES) ELIGIBLES

SUBJECT: TRAINING CALENDAR FOR 2007 OF THE CAREER EXECUTIVE SERVICE BOARD (CESB)

DATE: 22 FEBRUARY 2007

We wish to inform you that the Career Executive Service Board (CESB) has furnished us with its Training Calendar for Year 2007, with programs and activities especially designed to provide the leadership training and management development for Career Executive Service Officers (CESOs) and Career Executive Service (CES) eligibles.

Their training programs are the following:

I. EXECUTIVE LEADERSHIP PROGRAM

1. Salamin-Diwa ng Paglilingkod Training Program (SALDIWA)

   This is an intensive two-week course (live-in) where participants are given the opportunities to:

   a. examine their values given their primary roles as family members, government executives and members of the community;
   b. increase their awareness of leadership styles and better understand the environment in which this leadership is exercised;
   c. discover the importance of interpersonal skills as they exercise the roles of a leader, team builder and communicator in their organization;
   d. re-learn the life, aspirations and struggles of the common “tao” towards increased responsiveness in government policies and programs; and,
   e. articulate and refine their values, leadership styles, interpersonal skills and develop a vision of renewed commitment to public service.
2. Gabay ng Paglilingkod Training Modules (GABAY)

The learning modules of Gabay cover a variety of topics aimed at addressing the executives' needs to remain effective on the job and to appreciate government's policies and programs better. An official must take three (3) modules (live-out) in order to complete the Gabay. The following are the modules of Gabay:

2.1. Public Service Ethics and Accountability – is focused on helping the participants involve and motivate their staff and to work with them to bring desired changes in the work culture of their Departments.

2.2. Workshop on Administrative Justice – this three (3) day workshop aims to provide the participants with the basic knowledge and skills necessary to properly observe and implement existing civil service rules and regulations in both administrative disciplinary and non-disciplinary matters.

2.3. Financial Management for Public Managers – this three (3) day module aims to provide executives with the tools, techniques, practices and policies that will enable them to put in place structures and processes that will strengthen the elements of financial management in their agencies to ensure the achievement of their objectives at the same time addressing the needs of the public they serve.

2.4. Information and Communications Technology – this three (3) day module aims to develop among government executives sufficient knowledge and appreciation of the fundamental uses and applications of Information and Communications Technology in government operations and in their everyday lives.

2.5. Rights-Based Approach to Governance and Development – this two (2) day module is intended to bring to fore the importance of consciously and deliberately mainstreaming into the development and governance framework gender-based and human rights standards.

II. ACCREDITED TRAINING PROGRAMS

The CESB, in partnership with reputable training institutions such as the SGV-Development Dimensions International and Center for Leadership and Change, Inc., offers several training programs that address specific leadership and managerial competencies such as:
1. *Problem Analysis and Decision Making Workshop* – provides tools that enable leaders to solve problems proactively and gain others commitment to solutions and decisions.

2. *Delegating and Monitoring Workshop* – develops skills in delegating authority and tasks to others and focuses on delegating styles that evaluate the structure and the process.

3. *The Power Principle Workshop* – it aims to help executives tap into their inner source of power, improve influence skills, elicit the highest and best from others and make a difference in the organization.

4. *The 7 Habits of Managers Workshop* - this intensive two (2) day workshop helps build a strong cadre of leadership capable of leading with character and competence.

Those who wish to signify their interest to attend any of the above-mentioned training may coordinate with the Human Resource Development Division (HRDD) c/o Ms. Anne J. Aguila at 722-11-69. Please indicate your preference and we will evaluate it according to priority and budget. Reservation at the CESB is on first-come-first-served basis.

Attached is the training calendar indicating the date, venue and fees for your reference.

Please be guided accordingly.

[Signature]

ROSALINDA DIMAPILIS-BALDOZ
Administrator
REGISTRATION FORM

Full Name: ___________________________ Nickname: ___________________________
Position: ____________________________ CES Status / Rank: _______________________
Office / Agency: ________________________
Office Address: _________________________
Home Address: _________________________ Fax No.: _______________________________
Telephone No.: _________________________ Mobile No.: ____________________________
Birthday: _____________________________ Gender: __________ Civil Status: __________ Religion: ____________________________
Dietary Requirements: ____________________ Do you Smoke?: ______ Do you Snore?: ______
Health Concerns: ________________________

Please indicate training programs / workshops you wish to attend

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Have you attended the following CESB Training Programs?

☐ Yes ☐ No SALAMIN: __________________________ Batch No. __________ Date Conducted __________
☐ Yes ☐ No DIWA: __________________________ Batch No. __________ Date Conducted __________
☐ Yes ☐ No SALDIWA: __________________________ Batch No. __________ Date Conducted __________

4 WAYS TO REGISTER

FAX FORM: (02) 952-0335 / 951-3306
E-MAIL FORM: pdd@cesboard.gov.ph
ON-LINE: www.cesboard.gov.ph
MAIL FORM: Career Executive Service Board Placement and Training Service #3 Marcelino St., Holy Spirit Drive, Diliman, Quezon City

REGISTRATION DETAILS
Please note that attendance to CESB trainings shall be considered official business, as such, payment of training fees shall be shouldered by the agency.

Reservation fee is strictly required to secure a slot. Reservation will be on a first-come, first serve basis as the number of participants in each session is limited. Please coordinate with CESB prior to payment of reservation fee. CESB will formally inform you of your acceptance to the program.

ON CONFIRMATION
Reconfirm your attendance thru phone or fax a month before the training date. Failure to do so will constrain CESB to open the slot to other officials in the waitlist.

ON CANCELLATION & SUBSTITUTION
Cancellation of participation should be made in writing. Cancellation should be made a month before the training date. Cancellations received AFTER the set deadline will AUTOMATICALLY FORFEIT the reservation fee.

Substitution is allowed but should be made in writing two (2) weeks prior to the training date.

PAYMENT MODE

For CESB and SGV-DDI Programs
Payment should be deposited to CESB’s Land Bank of the Philippines Account Number 0622-1022-34. Check payment should be made payable to CAREER EXECUTIVE SERVICE BOARD. Please fax deposit slip to CESB indicating the name of the participant and the training program. Balance of payment should be settled not later than the first day of training.

For CLCI Programs
Please coordinate directly with CLCI for reservation and payment options. Check payment should be made payable to CENTER FOR LEADERSHIP AND CHANGE INC. (CLCI).

* CESB reserves the right to re-schedule programs if the minimum number of participants is not met.

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 training brochure.

Signature of Participant

NOTE: This form serves as the billing invoice.