



January 15, 2015

**MR. ISAGANI S. DELA CRUZ**  
Department of Education-Sarangani  
Capitol Park, Alabel, Sarangani

Dear Mr. Dela Cruz:

The Civil Service Commission Regional Office No. 12, Cotabato City announces the conduct of the following training programs stated for **February** and **March, 2015** as follows:

<u>TRAININGS</u>	<u>DATE</u>	<u>VENUE</u>
Seminar on Conflict Management	February 4-6	FB Hotel, Koronadal City
Attitudes Towards Greater Productivity Program	February 26-27	JC Complex, Lanao, Kidapawan City
Stress Management and Personality Development	March 12-13	Family Country Htl & Convention Center, Gen. Santos City
Technical Writing Seminar	March 23-24	Koronadal City
Gender Sensitivity Seminar	March 27	Cotabato City

The **Seminar on Conflict Management (SCM)** is designed to equip and enhance participants' abilities in determining the constructive and destructive conflict. The participants in the said program will be exposed to various strategies of conflict management. The program is for all HR Officers, Administrative Officers, Union Officers and members of the Grievance Committee. The registration fee per participant is THREE THOUSAND SIX HUNDRED PESOS (P3,600.00). The venue will be at Koronadal City.

**Attitudes Towards Greater Productivity Program** aims to re-define our changing commitments and priorities within the scope of our personal and official concerns. The program will complement our understanding of our being and our respective roles in the public service. It is open to all employees of the government. The registration fee per participant is TWO THOUSAND FOUR HUNDRED PESOS (P2,400.00). The venue will be at Kidapawan City.

The **Stress Management and Personality Development** is designed to acquaint participants of the different types of stress and their common causes. The participants of the program will be able to develop Stress Management Plan to enhance work performance. It is open for all employees. The registration fee per participant is TWO THOUSAND FOUR HUNDRED PESOS (P2,400.00). The venue will be at General Santos City.

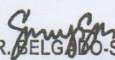
**Technical Writing Seminar** aims to enhance knowledge of the service providers about technical writing and business correspondence. It is open for all employees. The registration fee per participant is TWO THOUSAND FOUR HUNDRED PESOS (P2,400.00). The venue will be at Koronadal City.

**Gender Sensitivity Seminar** will help the participants understand the true essence of gender equality. It will highlight salient features of Magna Carta of Women and other Laws relative to gender issues and concerns. The program is open for all employees. The registration fee per participant is ONE THOUSAND TWO HUNDRED PESOS (P1,200.00). The venue will be at Cotabato City.

It is emphasized that all the trainings enumerated are **LIVE-OUT** programs.


Payments in checks shall be addressed to the Regional Director, Civil Service Commission RO XII, Cotabato City. Enclosed are the nomination forms. Please accomplish and send them back to CSCRO12 thru fax number (064)552-1118 or (064)552-1383 **five (5) days prior to the conduct** of the program.


Very truly yours,


  
GRACE R. BELGADO-SAQUETON, CPA  
Director IV


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*In a Race to Serve*  
*Responsive, Accessible, Courteous and Effective Public Service*

 Regional Office No. 12, Cotabato City

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