



PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC.
A Civil Service Commission (CSC)-Accredited Learning and Development Institution

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CP Nos. Smart (0949-889-2016) and Globe (0917-861-4273)

Website: www.poap.org.ph

January 21, 2021

Dear _____:

Greetings from the Personnel Officers Association of the Philippines (POAP), Inc., a Learning and Development (L & D) service provider duly accredited by the Civil Service Commission (CSC).

We are pleased to announce the 2021 POAP Virtual Training Calendar (attached). We are continuing the conduct of our training programs amidst the COVID-19 pandemic in order to help our government officials and employees cope with the new work situations under the “new normal” as we expect such online trainings to capacitate them with knowledge and skills in discharging their duties and functions effectively as we face the challenges brought about by the crisis.

Likewise, such training programs would enable our government human resources, who need to meet the training requirements, to be eligible for promotion in compliance with the CSC Qualification Standards for positions in the bureaucracy.

It may also interest you to know that POAP is into partnership with the Lyceum of the Philippines University (LPU) to accommodate government employees who have not completed Bachelor’s Degree or would like to pursue graduate studies (Masters and Doctorate Degrees). The POAP training hours earned within the year of enrollment may be considered for purposes of evaluating one’s credentials in enrolling in the above –mentioned studies.

Please nominate and authorize your officials and employees to participate in any or all of our training programs. The training fee is Three Thousand Pesos (P3,000.00) per person, which will cover the following:

- Certificate of Completion (24 Training Hours)
- Soft copy of the presentation/lectures

Payment of fees may be made through inter-branch deposit at a local LandBank of the Philippines (POAP-LBP Savings Account No. (0231-1743-03) or Philippine National Bank (POAP-PNB Savings Account No. (105270004904) and email the deposit slip, for reference and for Official Receipt issuance.


To register, please contact Mary S. Dominic at the following numbers: 0917-861-4273 or 0948-889-2016 or 8373-9817 or 8373-3468. You may also send your nominations thru email address @ poap_org@yahoo.com or fill-up the Google form at our website at www.poap.org.ph

Furthermore, we would like to offer the conduct of online In-House training programs which are tailor-fit to your agency's training needs. If interested, please call or write us.

We look forward to having your officials and employees participate in our virtual training programs which are expected to benefit your agency as POAP's core business is to develop and strengthen the capabilities of human resources towards greater organizational performance.

Thank you so much.

Very truly yours,


LORETA G. AYSON, CESO I
President

Attached: as stated

2021 POAP VIRTUAL TRAINING CALENDAR

1	EMPLOYEE SKILL ENHANCEMENT: A SUPERVISORY DEVELOPMENT SEMINAR	APRIL 14 - 16
2	SUSTAINING QUALITY MANAGEMENT DURING CRISIS	APRIL 28 - 30
3	MANAGING WORKPLACE ATTITUDE	MAY 12 - 14
4	BUILDING AND ENHANCING NEGOTIATION SKILLS	MAY 26 - 28
5	DEVELOPING EFFECTIVE WORK TEAMS	JUNE 9 - 11
6	FRONTLINE AND CUSTOMER SERVICE	JUNE 23 - 25
7	RECORDS MANAGEMENT INCLUDING HR RECORDS	JULY 14 - 16
8	VALUES CRITICAL COMPONENTS OF ENHANCED PERFORMANCE	JULY 28 - 30
9	WORK ETHICS FOR PUBLIC SERVANTS	AUGUST 11 - 13
10	TRANSFORMATIONAL LEADERSHIP IN A CHANGING ENVIRONMENT	AUGUST 25 - 27
11	CONFLICT AND STRESS MANAGEMENT	SEPTEMBER 8-10
12	ASSERTIVE, ORAL AND WRITTEN COMMUNICATION SKILLS	SEPTEMBER 22 - 24
13	ATTAINING WORK-LIFE FLEXIBILITY	OCTOBER 13 - 15
14	TOWARDS EFFECTIVE MANAGERIAL COMPETENCIES	OCTOBER 27 - 29
15	PRIME HRM	NOVEMBER 10 - 12
16	HR ANALYTICS	NOVEMBER 24 - 26
17	46TH ANNUAL POAP NATIONAL CONFERENCE	DECEMBER 9 - 10