

SC CIRCULAR NO. 18-99, March 12, 1999

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TO: ALL OCAd and Lower Courts Employees

SUBJECT CSC Training Schedule for Distance Learning Program (DLP)

For the information and guidance of all interested government officials and employees, the Civil Service Commission, National Capital Region (CSC-NCR) and its Regional Offices, have scheduled the holding of a training program titled as Distance Learning Program (DLP) from February 1999 to November 1999.

The training program consists of 5 modules on Personnel Administration in the Civil Service and RA 6713 (Code of Conduct and Ethical Standards). The training fee is P200.00 for the whole course.

To enroll in the program, interested applicants shall:

- Submit a nomination letter which should be signed by the Chief of Office (for OCAd employees) or Presiding Judge (for Lower Courts employees) addressed to -

a. Career Development Division, Civil Service Commission, NCR, #25 Kaliraya St., (near Banawe St.) Quezon City, Tel. No. 712-8971 to 75. (For NCR employees)

b. Civil Service Commission Regional/Provincial Field Office near your place of assignment, (for Lower Court employees)

- 2. Checks may be made payable to the CSC upon registration on the first day of training.

Please be guided accordingly.

March 12, 1999

(SGD.) ALFREDO L. BENEPAYO

Court Administrator

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