



June 1, 2016

DIVISION MEMORANDUM

No. 263, s. 2016

**HUMAN RESOURCE INNOVATIONS AND SOLUTIONS, INC. (HURIS, Inc.)
2016 TRAINING PROGRAMS**

**To: Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads
Heads, Private Elementary and Secondary Schools**

1. Attached is Regional Memorandum No. 0322, s. 2016, entitled **“Human Resource Innovations and Solutions, Inc. (HURIS, Inc.) 2016 Training Programs.”**
2. Dissemination of this Memorandum is desired.


RHEA MARAL ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Telephone Numbers:

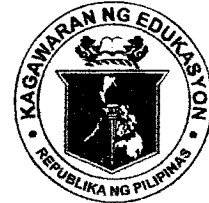
Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401
Administrative Section: (032) 255-7847

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MAY 27 2016

REGIONAL MEMORANDUM

No. **0322**, s. 2016

**HUMAN RESOURCE INNOVATIONS AND SOLUTIONS, INC. (HURIS, Inc.)
2016 TRAINING PROGRAMS**

To : Schools Division Superintendents/OICs

1. Enclosed is a letter from Ms. Laisha Ruh Lao, Marketing Officer, Human Resource Innovations and Solutions, Inc. (HURIS, Inc.), informing this Office of the CESB accredited Leadership Training Programs for CY 2016 for the months of May to August 2016 at the Berjaya Hotel, Marikina City.
2. For more details, refer to the attached communication.
3. For the information of all concerned.

Juliet A. Jeruta
JULIET A. JERUTA
Director III
Officer-In-Charge

JAJFCS/mgb

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Kawapatan ng Lahat, Pananagutan ng Lahat"

**Attention: Human Resource Department/Training Department
All Career Executive Service Board Members & Eligibles / Interested Officers, Directors, and Staff**

Dear CESB Members/ Interested Staff,

We are pleased to invite you to the CESB accredited leadership training programs for 2016 to be conducted by HUMAN RESOURCE INNOVATIONS AND SOLUTIONS, INC. (HURIS, Inc).

<p>Performance & Results Management</p> <p>Overview of latest research on organizational, team and individual performance. Skills focus on managing employee performance with focus on goal setting, evaluation, monitoring and improvement coaching.</p>	<p>May 11-12, 2016 (2 Days)</p> <p>PHP 9,856.00 VAT Inclusive</p> <p>Berjaya Hotel, Makati City</p>
<p>Coaching: Raising Performance to the Next Level</p> <p>This workshop will provide the participants a common and globally accepted process in coaching that is suited for the Government Sector's diverse workforce.</p> <p>Provide participants the basics of high impact Coaching. Gain insights, clarity and focus on how leaders can help subordinates improve performance results over time. Give the participants an opportunity to experience how Coaching is done using a proven framework. Provide a mechanism to continuously apply the Coaching framework in the workplace.</p>	<p>May 19-20, 2016</p> <p>PHP 9,856.00 VAT Inclusive</p> <p>Berjaya Hotel, Makati City</p>
<p>The New Leadership Style for the 21st Century</p> <p>Leadership goes beyond competencies and techniques. At its core, leadership is about character. Peter Drucker predicted that the leader of the future is one who asks while the leader of the past is one who talks. Find out more on how to become a successful leader of the 21st century in this "must-attend" Learning event!</p> <p>Focused on self-mastery and emotional intelligence, get to practice coaching to lead change and manage performance and results and develop a purpose statement and a self-development plan to become a more effective and inspiring leaders.</p>	<p>May 24-26, 2016 (3 Days)</p> <p>PHP 14, 784.00 VAT Inclusive</p> <p>Berjaya Hotel, Makati City</p>
<p>Managerial Leadership</p> <p>This program goes beyond the basics of planning, organizing and leadership for results by highlighting through experiential insights the core, under-lying principles and practices of these fundamental managerial practices.</p> <p>Reaching for breadth and covering latest research and best practices, the participants will take out of this program a wide and practical perspective of the managerial tasks and leadership responsibilities.</p>	<p>June 15-16, 2016</p> <p>PHP 9,856.00 VAT Inclusive</p> <p>Berjaya Hotel, Makati City</p>
<p>Strategic and Critical Thinking</p> <p>A comprehensive overview of strategic thinking skills including systems thinking, critical reasoning and creativity. Through an interactive and engaging mix of presentations, role-playing and management simulation exercises, acquire insights and skills for improving your grasp and practice of strategy formulation and strategic learning.</p>	<p>June 22-23, 2016 (2 Days)</p> <p>PHP 9,856.00 VAT Inclusive</p> <p>Berjaya Hotel, Makati City</p>



HUMAN RESOURCE INNOVATIONS & SOLUTIONS, INC.

The best of breed in HR Solutions.

<p>Strategic Decision Making</p> <p>Decision Making is the heart of all Management actions!</p> <p>Making effective and timely decisions can contribute to the proper execution of business strategy that ultimately leads to organizational effectiveness. To have this, managers and staff need to be equipped with the skills to decide quickly, implement these decisions and ensure that the implementation is flawless. Seamless and proper execution of decisions will ultimately lead to organizational effectiveness.</p> <p>The two-day course will give participants an opportunity to learn how to decide, recommend decisions, analyse and manage risks. They will also learn how to analyse complex situations and indicate what actions are needed, prioritize actions and identify who will be responsible for them.</p>	<p>July 13-14, 2016 (2 Days)</p> <p>PHP 9,856.00 VAT Inclusive</p> <p>Berjaya Hotel, Makati City</p>
<p>Essentials of Managing Change and Employee Transitions</p> <p>An inspiring and practical course on managing and handling the constant stream of changes in today's complex world. This 2-day program will enhance leadership effectiveness during times of change. This program also packs in research on individual and organizational change dynamics and will touch on competencies of how to anticipate, catalyze and manage change.</p>	<p>July 20-21, 2016 (2 Days)</p> <p>PHP 9,856.00 VAT Inclusive</p> <p>Berjaya Hotel, Makati City</p>
<p>Transformational Leadership</p> <p>The participants would have pondered on their past experiences as leaders and assessed how they were able to perform their roles effectively. This will also allow the facilitator to assess the level of leadership of the participants of the group (such as who has no leadership experience and otherwise) and therefore, adopt an appropriate approach.</p>	<p>August 10-11, 2016 (2 Days)</p> <p>PHP 9,856.00 VAT Inclusive</p> <p>Berjaya Hotel, Makati City</p>

With our 2016 Leadership programs, we will be your partners, serving as a catalyst of change in your organization.

We welcome any Non-CEO participant with supervisory functions who would like to attend our training programs.

If interested, kindly fill-out the attached Registration Form. And you may call (02) 871-6519 or 661-5954 or email at cesb.training@huris.com.ph and look for Laisha Lao CJ Duque or Queenle Paragile.

Hurry and send in your reservations as we have limited seats available!

Regards,

LAISHA RUB LAO
Marketing Officer
Human Resource Innovations & Solutions, Inc. (HURIS)



Human Resource Innovations & Solutions, Inc.
CESB TRAINING REGISTRATION FORM
Kindly write legibly. PRINT data on the spaces provided.
This form can be reproduced.



Full Name:		Nickname:	Gender:	CES Rank:
Position:		Telephone No.:	Fax No.:	Mobile No.:
Office:		Office Address:		
Department/Agency:		Religion:	Email Address:	
Dietary Requirements (required):				
Please check [✓] the training programs or workshops you wish to attend:				
TRAINING PROGRAM / WORKSHOP	TRAINING FEE	TRAINING DATE	Will Attend	
1. Performance and Results Management (2 Days)	Php 9,856.00 VAT Inclusive	May 11-12, 2016		
2. Coaching: Raising Performance to the Next Level	Php 9,856.00 VAT Inclusive	May 19-20, 2016		
3. New Leadership Style for the 21 st Century (3 Days)	Php 14,784.00 VAT Inclusive	May 24-26, 2016		
4. Managerial Leadership (2 Days)	Php 9,856.00 VAT Inclusive	June 15-16, 2016		
5. Strategic and Critical Thinking (2 Days)	Php 9,856.00 VAT Inclusive	June 22-23, 2016		
6. Strategic Decision Making (2 Days)	Php 9,856.00 VAT Inclusive	July 13-14, 2016		
7. Essentials of Managing Change and Employee Transition (2 Days)	Php 9,856.00 VAT Inclusive	July 20-21, 2016		
8. Transformational Leadership (2 Days)	Php 9,856.00 VAT Inclusive	August 10-11, 2016		

MODE OF PAYMENT (Please check [✓]): Note: Payment should be made at least two (2) weeks prior to the workshop date. After depositing your payment, please fax copy of deposit slip to Telefax No. (02) 746-2862. Kindly indicate name of attendees and company name for the issuance of the Official Receipt.

Cash/Cheque

- Deposit in HURIS Bank Account:
- Metrobank, Account Name: Human Resource Innovations and Solutions, Inc., Account No. 062-3-06224357-1, Cheque (Please prepare payable to: Human Resource Innovations and Solutions, Inc.)
 - Land Bank of the Philippines, Account Name: Human Resource Innovations and Solutions, Inc., Account No. 2311-0997-20, Cheque (Please prepare payable to: Human Resource Innovations and Solutions, Inc.)
 - Any and all bank charges will be for the account of the participants.
- Deliver to HURIS office (Suite M3 Seven East Capitol Bldg., #7 East Capitol Drive, Barrio Kapitolyo, Pasig City 1603)
- For pick-up within Metro Manila, a pick-up fee of Php200.00 will be charged payable upon pick of check to defray cost of transportation

Reminders:

- Kindly submit BIR Form 2306 Certificate of VAT Withheld and BIR Form 2307 Certificate of Tax Withheld if VAT and Taxes will be withheld from the training fee.
- No payment, No Certificate policy will be applied.
- Statement of Account (SOA) will be sent via email or fax and the original SOA will be given on the first day of the training to the participants (as requested).

TERMS AND CONDITIONS:

1. Submission of an accomplished Registration Form is strictly required and this will serve as the billing statement.
2. Confirmation letters will be sent to all registered participants via email or fax at least 2 weeks before the training.
3. Upon receipt of the Registration Form, the participant's attendance is considered confirmed.
4. Payment should be made at least two (2) weeks prior to the workshop date. HURIS will issue the official receipt on the day of the training.
NOTE: Accommodations are not included.
5. Official Receipts will be given on the 1st day of the training at the training venue.
6. If the participant is unable to attend the training due to unavoidable circumstances, an advice must be sent to HURIS office at least 2 weeks before the training proper.
7. Cancellations:
 - For paid participants, if cancellation notice/advice is received 2 week before the training proper, the training fee will be forfeited to defray the administrative costs incurred.
 - For participants who have not yet fully remitted their payment, changes and cancellation will be charged of a cancellation and transfer fee amounting to 50% of the total training fee.
 - Refund of training fees will not be allowed; although replacements, in lieu of the original registrant may be entertained, provided the request is done in writing 2 week before the training.
8. Dietary requirement should be advised prior to the training proper so as not to incur additional food expenses. Any food replacement during the training proper will be for the account of the participant.
9. Participants are requested to make their own travel and hotel arrangements. These are not covered by the training fees.
10. HURIS reserves the right to re-schedule programs if the minimum number of participants is not met at least 2 weeks before the training.

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 Registration Form.

For more information, please call (02) 871-6519 or 661-5954
 and look for Laila Lao, CJ Duque or Quenke Parragite

Email: cesb.training@huris.com.ph

 Signature of Participant Over Printed Name