



## 4<sup>th</sup> QUARTER CSI LEADERSHIP SERIES “Authentic Leadership”

21 November 2018                      8:00 AM – 5:00 PM  
CSC Auditorium, 4<sup>th</sup> Floor, CSC Resource Center, Civil Service Commission  
Batasan Hills, Diliman, Quezon City

### ADVISORY

**Dear Participant,**

Welcome to the 4<sup>th</sup> Quarter CSI Leadership Series!

For your proper guidance in attending this event, we are providing you with the following information:

#### REGISTRATION

- ☛ **The Registration Fee of P5,000.00 does not include accommodation.** Registration is on a ‘**First Come, First Served**’ basis until the target number of participants of 250 is reached. Payments received by CSC on or before **November 14, 2018** are considered confirmed.
- ☛ Registration starts at exactly 7:00 o’clock in the morning of November 21, 2018.
- ☛ Upon arrival at the venue, you are required to do the following:
  1. Check your name at the Registration Area (Alphabetical Arrangement) and present your **ID and Proof of Payment**. Please do not forget to bring the clear photocopy (each participant) or duplicate copy of your **DEPOSIT SLIP, BANK-VALIDATED LDDAP ADA or OFFICIAL RECEIPT**. *(For non-LBP eMDS enrolled agencies, proof of payment without clear bank-validation, showing time and date of the transaction, **will not be accepted**. More than the bank-received stamp, bank validation must be indicated.)*
  2. Claim your learning kits.

## MODES OF PAYMENT

### ☛ Check Payment

Check shall be payable to the Civil Service Commission.

### ☛ Direct Payment to CSC-CO

You may pay in cash or in check directly to the Cashier's Office, Civil Service Commission-Central Office, Constitution Hills, Diliman, Quezon City prior to the event. A corresponding Official Receipt will be issued.

### ☛ Bulk Payment (Payment for more than one (1) participant in one check)

For bulk payment, list of participants including the name of agency and event should be attached.

### ☛ Payment thru Bank Deposit

Payment should be made to Account Name: **CSC Training Fund/Landbank Account No. 3122-1001-37, LBP Batasan Branch**. Name of the participant/s, agency, and event must be indicated in the deposit slip. Scanned copy of the bank-validated deposit slip must be emailed to [csleadershipseries2018@gmail.com](mailto:csleadershipseries2018@gmail.com) for issuance of Official Receipt.

### ☛ ADA-LDDAP Payment (Advice-to-Debit Account – List of Due and Demandable Accounts Payable)

Scanned copy of the bank-validated ADA-LDDAP and list of participants including the name of the event must be emailed to [csleadershipseries2018@gmail.com](mailto:csleadershipseries2018@gmail.com) for issuance of Official Receipt.

### ☛ Payment thru credit card is not accepted.

### ☛ For verification purposes and to avoid inconvenience, you are required to bring proof of payment (official receipt, bank-validated deposit slip and ADA-LDDAP) during the event.

## SESSION

☛ Please be at the venue on or before 8:00 in the morning. The programme will promptly start at 8:30 AM. Your attendance all through-out the event and active participation are highly valued.

☛ Session will be at the 4<sup>th</sup> Floor, CSC Auditorium, CSC Resource Center, Civil Service Commission Central Office, Batasan Hills, Diliman, Quezon City.

## TRAINING KITS

- Training kits will be distributed during registration.
- Copies of the presentations will be sent through email.

## ATTIRE

- Smart casual attire for the entire duration of the event is required.

## MEALS

- Full meals will be provided for the one-day learning event (AM/PM snacks and lunch). Morning snacks will be served at 10:00 AM and afternoon snacks at 3:15 PM. Buffet lunch will be provided from 12:00 to 1:00 in the afternoon.

## CERTIFICATE OF COMPLETION

- A Certificate of Completion (with credits of 8 training hours in Leadership and Management) will be given ***only to participants who have been present during the full training hours of the program and have made payments prior the event.***

## ACCOMMODATION

You may directly inquire or coordinate with nearby hotels for your accommodation. To stay in nearby hotels or hotel of your choice is an option.

## CONTACT PERSONS

For any inquiries, please contact Mr. Mark Anthony G. Malitan, Civil Service Institute at Telephone Nos.: 931-4182 or 931-7935 loc. 301-305 or 0906-236-1966 or email us at [csileadershipseries2018@gmail.com](mailto:csileadershipseries2018@gmail.com).

Please keep yourself updated for any announcement or information pertaining to the conduct of the November 21, 2018 CSI Leadership Series by checking your e-mails regularly and keeping your phone lines open.