



Advisory No. 01, s. 2016

## 2016 Public Sector HR Symposium

### *ADVISORY*

#### Greetings!

Thank you for your interest in joining the **2016 Public Sector HR Symposium** which will be held on May 23 – 25, 2016 at the Waterfront Hotel, Lahug, Cebu City with the theme, ***“Managing Transitions through Strategic Human Resource and Organisation Development.”***

The following information will provide you valuable reference and guide for your convenience and active participation in this undertaking:

#### REGISTRATION

- ☛ To facilitate registration and ensure inclusion in the registry of participants, **ALL** participants are advised to register on-line at **[csc.gov.ph/hr](http://csc.gov.ph/hr)** on or before **May 5, 2016**.
- ☛ Registration fee is Php7,000.00 inclusive of training kits, snacks and lunch during the Symposium and Certificate of Participation for sixteen (16) hours managerial training. Accommodation is not included in the registration fee.
- ☛ Registration is on a **‘First Come, First Served’** basis. Attendance of participants whose payments have been received by CSC on or before May 17, 2016 are the only ones considered confirmed.
- ☛ Registration on May 23, 2016 will be from 8:00am to 12:00 pm. Training kits will be distributed to the participants.

#### MEALS

- ☛ Opening Session for the 2016 Public Sector HR Symposium will be on May 23, 2016 at 2:00 p.m. Only afternoon snacks will be provided on the first day. Closing session will be on May 25, 2016 at 12:00 noon. Morning snacks and lunch will be provided on the third day.

## MODES OF PAYMENT

### Direct Payment to CSC-Central Office

The following payments shall be issued an Official Receipt at the CSC Central Office:

- 1) those who opt to pay in cash or in check (payable to the Civil Service Commission) at the CSC-CO Cashier;
- 2) those who opt to deposit cash or check (payable to the Civil Service Commission) to **CSC Training Fund Land Bank Account No. 3122-1001-37, LBP - Batasan Branch;**
- 3) those who opt to credit payment to CSC Training Fund Land Bank Account No. 3122-1001-37, LBP -Batasan Branch thru LDDAP-ADA

For **item 2**, name of the participant/s, agency, event and LBP Branch must be indicated in the deposit slip. Scanned copy of the bank-validated deposit slip must be emailed to **2016hrsymposium@gmail.com** for issuance of Official Receipt.

For **item 3**, scanned copy of the bank-stamped LDDAP-ADA indicating the LBP Branch and date of receipt, and list of participants including the name of event must be emailed to **2016hrsymposium@gmail.com** for issuance of Official Receipt.

### Payment Thru CSC Regional/ Field Offices

For the convenience of the participants, payments in cash, check, or LDDAP-ADA may also be made thru the nearest CSC Regional/Field Office who shall issue the Official Receipt. Payments in check and LDDAP-ADA must be payable to the Account Name and deposited/credited to the Account No. of concerned CSCRO as specified below:

CSCRO	PAYABLE TO/ ACCOUNT NAME	ACCOUNT NO.
1	CSC Training Fund	0202-0010-92
2	Civil Service Commission Training	0122-1039-43
3	CSCRO 3 Training Fund	3772-1006-03
4	CSC Region 4 Training	0232-1121-07
5	Civil Service Commission Training Fund	0132-1003-30
6	Civil Service Commission	0032-1025-49
7	CSC Trust Training	3172-1014-87
8	CSCRO 8 Training Fund	0182-1108-25
9	CSC Trust Fund	0192-0072-08
10	Civil Service Commission	0152-0008-12
11	Civil Service Commission RO XI	0162-0317-32
12	CSC 12 Training Fund	2742-1019-00
NCR	CSC-NCR	0662-1002-18
CAR	Civil Service Commission CAR	0222-0036-36
CARAGA	Civil Service Commission	0362-1048-31
ARMM	CSCRO ARMM Training Fund	2742-1025-08

**Bulk Payment [Payment for more than one (1) participant in one check/LDDAP-ADA]**

Please attach list of participants including the name of agency and event for bulk payment.

**Payment thru credit card is not accepted.**

**Participants are required to bring with them the original or scanned copy of the Official Receipt during the event for verification purposes and to avoid inconvenience.**

**RESERVATION FOR ACCOMMODATION AT THE WATERFRONT HOTEL, CEBU CITY**

- Participants for the **2016 Public Sector HR Symposium** can avail of the discounted rate on accommodation at the Waterfront Hotel in Cebu City. Reservation, however, is on a **'First Come, First Served'** basis.
- Reservation must be made directly to Ms. Joan M. Cabarrubias, copy furnished CSI at [2016hrsymposium@gmail.com](mailto:2016hrsymposium@gmail.com):

**Ms. JOAN CABARRUBIAS**  
Sales Account Manager  
WATERFRONT CEBU CITY HOTEL & CASINO  
Tel: (032) 232-6888 loc. 8010  
Fax: (032) 232-4545  
CP No.: 0917-7218632  
Email: [j.cabarrubias@waterfronthotels.net](mailto:j.cabarrubias@waterfronthotels.net)  
Website: [www.waterfronthotels.com.ph](http://www.waterfronthotels.com.ph)

- To guarantee reservation, all requests must be sent through email. The Reservation Code must be stated when sending email request: 001- for Public Sector HR Symposium Participants, participant's full name, and name of agency.

Room Type	Single or Double Occupancy w/ Buffet Breakfast
Standard Room	Php3,100.00/room/night
Superior Room	Php3,300.00/room/night
De Luxe Room	Php3,500.00/room/night
De Luxe Premium	Php3,700.00/room/night
Extra Bed	Php2,200.00/person

**PARTICIPANTS WHO OPT TO STAY IN NEARBY HOTELS**

- Participants who opt to stay in nearby hotels are advised to directly coordinate with the hotel of your choice. You may want to refer to the list below.

**CONTACT PERSONS**

For more information about the symposium, Ms. Bobot Atanacio of the Civil Service Institute may be contacted at telephone numbers (02) 931-8095/ (02) 931-7935/ (02) 931-7939 loc. 301-305 or (02) 931-4182. You may also email us at [2016hrsymposium@gmail.com](mailto:2016hrsymposium@gmail.com).

Participants are requested to please keep themselves updated for any announcement or information pertaining to the conduct of the 2016 Public Sector HR Symposium by visiting [csc.gov.ph/hr](http://csc.gov.ph/hr).

### LIST OF HOTELS IN CEBU CITY

HOTEL	ADDRESS	TELEPHONE NUMBERS Area Code: (032)
The Maxwell Hotel	N. Escario St. Campuhaw, Cebu City	255-8700 255-7800 239-7788
Prestigio	Gorordo Avenue Lahug, Cebu City	239-1274
Quest Hotel	Archbishop Reyes Ave. Cebu City	402-5999 402-5998
Northwinds Hotel	Salinas Drive Lahug, Cebu City	233-0311 416-2222
Best Western	Escario St. corner Juana Osmeña Extension, Cebu City	416-5511 416-5522
Cebu Grand Hotel	Cebu Capitol Commercial Complex N. Escario St., Cebu City	254-6331 254-6363
Golden Peak Hotel & Suites	Gorordo Ave. corner Escario St. Lahug, Cebu City	233-8111 231-5611
Harolds	146 Gorordo Ave. cor Rosal St. Lahug, Cebu City	505-7777 416-8777
Mandarin Plaza	Archbishop Reyes Ave. cor. Escario St. Cebu City	266-1111 266-7788
Cebu Parklane International Hotel	Cor. Archbishop Ave. & Escario St. Cebu City	234-7000
Marco Polo Hotel	Cebu Veterans Drive Nivel Hills, Apas, Cebu City	253-1111
Marriott Hotel	Cardinal Rosales Avenue Cebu City	411-5800
Red Planet Hotel Cebu	36 Archbishop Reyes Avenue, Cebu City	232 0888