



03 March 2022

MEMORANDUM CIRCULAR NO. 3
Series of 2022

TO : ALL UNIT/OFFICE HEADS
RE : 2022 POAP VIRTUAL TRAINING CALENDAR

The Personnel Officers Association of the Philippines (POAP), Inc., a Learning and Development service provider duly accredited by the Civil Service Commission (CSC) announced and invited interested government officials and employees on their 2022 Virtual Calendar.

Following are the lists of trainings for 2022:

SEMINAR	DATE	REGISTRATION FEE
MENTAL HEALTH AND WELLNESS IN THE WORKPLACE	APRIL 6 - 8	P 3,000.00
EMPLOYEE SKILL ENHANCEMENT: A SUPERVISORY DEVELOPMENT SEMINAR	APRIL 20 - 22	P 3,000.00
ACCOUNTING FOR NON-ACCOUNTANTS	MAY 11 - 13	P 3,000.00
TOWARDS EFFECTIVE MANAGERIAL COMPETENCIES	MAY 25 - 27	P 3,000.00
MANAGING GOVERNMENT RECORDS AND HUMAN RESOURCE INFORMATION SYSTEM	JUNE 8 - 10	P 3,000.00
TRANSFORMATIONAL LEADERSHIP IN A CHANGING ENVIRONMENT	JUNE 22 - 24	P 3,000.00
MANAGEMENT OF HUMAN RESOURCES: BRIDGING THE GAP ACROSS GENERATIONS	JULY 6 - 8	P 3,000.00



TOTAL QUALITY SYSTEMS IN PEOPLE MANAGEMENT	JULY 20 - 22	P 3,000.00
ATTAINING WORK-LIFE BALANCE AND PRODUCTIVITY	AUGUST 10 - 12	P 3,000.00
ASSERTIVE ORAL AND WRITTEN COMMUNICATION SKILLS	AUGUST 24 - 26	P 3,000.00
WORKING TOWARDS PERSONAL EFFECTIVENESS	SEPTEMBER 14 - 16	P 3,000.00
PUBLIC SERVICE VALUES PROGRAMS	SEPTEMBER 28 - 30	P 3,000.00
VALUES: CRITICAL COMPONENTS OF ENHANCED PERFORMANCE	OCTOBER 12- 14	P 3,000.00
PROBLEM SOLVING AND DECISION-MAKING	OCTOBER 26 - 28	P 3,000.00
FRONTLINE AND EXCELLENT CUSTOMER SERVICE	NOVERMBER 9 - 11	P 3,000.00
47TH POAP NATIONAL CONFERENCE	DECEMBER 8 - 9	P 3,000.00

In line with this, all unit/office heads are encouraged to recommend interested administrative staff to attend at least one (1) of the virtual training for personal and professional development. Interested staff should send letter of recommendation to the VSU Administrative Scholarship Committee at least three weeks ahead for deliberation and evaluation of the Committee.

For your information.

DANIEL LESLIE S. TAN

Vice President for Administration and Finance &
Chairman, VASC

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.