



May 7, 2018

OVPAF Memorandum Circular No. 10
Series of 2018

TO: All Units/Departments Heads

RE: 2018 Training Calendar of the Personnel Officers Association of the Philippines (POAP)

Hereunder is a list of training programs/seminars to be conducted by the Personnel Officers Association of the Philippines (POAP), a CSC Accredited Learning and Development Institution. You may recommend a staff with potential to assume higher responsibility in the future to participate in any of these trainings as part of personnel development program of your office.

1. **Organizational Communication**
June 19-22, 2018
San Fernando City, La Union
2. **Work-Life Flexibility**
July 10-13, 2018
Cebu Business Hotel, Cebu City
3. **Good Governance and Corporate Social Responsibility**
September 25-28, 2018
Casa La Granja, Iloilo City
4. **Transformational Leadership in a Changing Environment**
October 16-19, 2018
Casablanca Hotel, Legazpi City

Please submit your recommendation to the Office of the President thru the VSU Administrative Scholarship Committee.

Please also be reminded that participants shall be required to submit a revised Post Evaluation Form, a sample copy attached, to the ODAHRD six (6) months from the time of attendance to assess what innovations the employee has introduced or what improvement in his/her performance was observed as a result of said training. Future attendance to any staff development interventions shall no longer be recommended in case of failure to submit the required post evaluation report.

Please be guided accordingly.

REMBERTO A. PATINDOL
VP for Admin. & Finance &
Chairman, Admin. Scholarship Committee



Post Evaluation of Faculty & Staff after attending Seminars/Workshops

Office of the Director for Administration and Human Resource Development, Visayas State University

Faculty/Staff Name	Lourdes B. Cano
Training/Seminar Attended	AGIA Government Procurement Reform Act (R.A. 9184) and Its Revised IRR and Updates
Location & Date Attended	July 27-29, 2016, Hotel Kimberly, Malate, Metro Manila
Department	ODAHRD

Please indicate/encircle your evaluation of the items listed below with 5 as the highest and 1 as the least. (5=strongly agree, 4=agree, 3=neutral, 2=disagree, 1=strongly disagree.)

1. The staff was able to apply the knowledge learned during the training. 5 4 3 2 1
2. The objectives of attending the training were met. 5 4 3 2 1
3. The quality of his/her performance has improved after the training. 5 4 3 2 1
4. Has the faculty/staff introduced innovations/positive changes after the training? 5 4 3 2 1
5. How do you rate the application of the training/seminar overall? (Please check)
Excellent Good Average Poor Very Poor
5 4 3 2 1

6. What aspects should be improved after the application of the knowledge gained from the training?

Comments, Suggestions & Innovations/Improvements Introduced after the training:

Evaluated by:

REMBERTO A. PATINDOL

Name & Signature of Department Head/Immediate Supervisor