

Date : **03 August 2011**

To : **RCAM ES SCHOOL HEADS**

Re : **HUMAN RESOURCE SEMINAR SERIES**

From : **MSGR. GERARDO O. SANTOS**  
Superintendent, RCAM ES

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Praised be Jesus Christ!

In our Evaluation and Planning Workshop held last February 28-March 2, 2011 at the St. Paul Center in Alfonso, Cavite, one of the proposals forwarded by Fr. Eric Adoviso was endorsed by the body: *that all personnel should undergo the Training Program for HR practitioners, this is offered in the University of Santo Tomas for free.*


In this regard, I encourage you **to send your Human Resource Officers** or at least a representative from your school, knowing that the **FREE HR Training Series** shall enhance capability and expertise of our Human Resource Practitioners. A complete detail of the program is attached herewith.

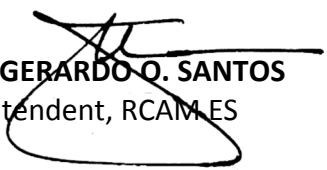
It is my hope that we are one in the aspiration of giving better services to our employees, knowing that this training shall of great help to them.

God bless you!

DATE : 02 August, 2011

TO : SCHOOL DIRECTORS

FROM :  **REV. FR. ENRICO MARTIN F. ADOVISO**  
Chair – RCAM HRD CES

NOTED:  **MSGR. GERARDO O. SANTOS**  
Superintendent, RCAMES

RE : HUMAN RESOURCE SEMINAR SERIES

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*Greetings!*

This is to inform you that as a result of the data gathering done last November 2010 regarding the training needs of the HRD's, we have come up with a customized *HRD Seminar Series Program* in collaboration with The University of Sto. Tomas (UST) through **Dr. Pilar I. Romero**, Assistant to the Rector for Administration.

The seminar will be for free and will be held at the University of Santo Thomas Audio-Visual Room. There will be four (4) modules to be held every Wednesday, starting on August 17, 2011 until September 7, 2011, from 8:00- 5:00 p.m. (please see attached detailed module).

In this regard, we are inviting the HRD Head of your school to attend the seminar series. Kindly accomplish the attached form and fax back to 781-6073 not later than August 5, 2011.

Your utmost cooperation and prompt response is highly appreciated.

Thank you very much!

**Module 1 - August 17, 2011**  
**AVR - St. Raymund's Bldg. 4/F**

Registration

Opening Ceremony

**Break**

Strategic Workforce Planning

Creative Recruitment

**Lunch Break**

Training/Seminar Program Development

Measuring Training Effectiveness

**Break**

Performance Appraisal

Career & Succession Planning

**Module 2 - August 24, 2011**  
**AVR - St. Raymund's Bldg. 4/F**

Registration

Educ. Law for Guidance & Psychometrician

**Break**

Basic Skills in Counseling

**Lunch Break**

Minimizing Workplace Negativity

Emotional Labor Management

Retention of best employees

**Break**

Coping with Stress

Health & Safety

**Module 3 - August 31, 2011**  
**AVR - St. Raymund's Bldg. 4/F**

Registration

HR Policy Development

**Break**

Models of bargaining

**Lunch Break**

Conflict Settlement & Bargaining

Negotiating Process

**Break**

Arbitration System

**Module 4 - September 7, 2011**  
**AVR - St. Raymund's Bldg. 4/F**

Registration

Compensation and Benefits according to the Labor Code

**Break**

Update on Labor Law

**Lunch Break**

Mass

Graduation Ceremony



## Human Resource Seminar Series Registration Form



Name: \_\_\_\_\_

School/Company : \_\_\_\_\_

Designation : \_\_\_\_\_

E-mail Add: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

Educational Background

Post Graduate Course: \_\_\_\_\_

School Attended: \_\_\_\_\_

Undergraduate Course: \_\_\_\_\_

School Attended: \_\_\_\_\_

Seminar Registration/Confirmation:

I will attend the seminar on (Kindly check the box):

Module 1 (Aug. 17, 2011)

Module 2 (Aug. 24, 2011)

Module 3 (Aug. 31, 2011)

Module 4 (Sept. 7, 2011)

**Printed Name over signature**

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