



ARCZONE

PROFESSIONAL DEVELOPMENT INC.

CSC-ACCREDITED LEARNING AND
DEVELOPMENT INSTITUTION (ALDI)

(02) 7900-5176 | 8723-7426 | 7007-4584
(+63) 921-576-1676 | 905-447-3534

arczone.trainings@gmail.com

2nd Flr. Overland Park Bldg. Banawe St.,
Quezon Ave., Quezon City



December 9, 2023

FELIX S. MIRASOL, JR., CESO IV

OIC-Regional Executive Director

Department of Environment and Natural Resources

3rd flr., 1515 DENR by the Bay Bldg.,

Roxas Boulevard, Brgy. 668, Ermita,

Manila

Dear **Director Mirasol**:

I trust this letter finds you well. It is with great pleasure that we extend our cordial invitation to a forthcoming 3-day training program accredited by the Civil Service Commission, titled **"Boosting Employee Productivity through Values Formation"**. Due to the overwhelming positive response and the growing demand for this transformative program, we are excited to announce additional schedules for various regions in the year 2024.

As we understand the significance of fostering a more efficient and values-driven government workforce, we believe that this training program will be immensely beneficial to government employees throughout the region. Its accreditation by the Civil Service Commission serves as a testament to its quality and relevance.

We kindly request your assistance in disseminating this invitation and program details to the various government offices and units within your jurisdiction. Your support in reaching out to potential participants will greatly contribute to the success of this training initiative.

To facilitate registration and participation, we have attached the confirmation slip which should be completed and submitted by the authorized representative and interested participants from your offices and units. **The deadline for registration is one (1) week prior to the actual date/s of conduct** and early registration is encouraged due to limited availability. Please find below the schedules of conduct of the training program.

2024 SCHEDULES

FEBRUARY				
DATES	REGION	BATCH NO.	REGISTRATION LINK	REGISTRATION DEADLINE
7-9	R4-B	7	https://tinyurl.com/VF-Region4B	January 31, 2024
21-23	Region 5	8	https://tinyurl.com/VF-Region5	February 14, 2024
MARCH				
DATES	REGION	BATCH NO.	REGISTRATION LINK	REGISTRATION DEADLINE
6-8	Region 6	9	https://tinyurl.com/VF-Region6	February 28, 2024
20-22	Region 7	10	https://tinyurl.com/VF-Region7	March 13, 2024



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APRIL				
DATES	REGION	BATCH NO.	REGISTRATION LINK	REGISTRATION DEADLINE
3-5	Region 8	11	https://tinyurl.com/VF-Region8	March 27, 2024
17-19	Region 9	12	https://tinyurl.com/VF-Region9	April 10, 2024
MAY				
DATES	REGION	BATCH NO.	REGISTRATION LINK	REGISTRATION DEADLINE
8-10	Region 10	13	https://tinyurl.com/VF-Region10	April 30, 2024
22-24	Region 11	14	https://tinyurl.com/VF-Region11	May 15, 2024
JUNE				
DATES	REGION	BATCH NO.	REGISTRATION LINK	REGISTRATION DEADLINE
5-7	Region 12	15	https://tinyurl.com/VF-Region12	May 29, 2024
26-28	Region 13	16	https://tinyurl.com/VF-Region13	June 19, 2024

**Interested participants from other regions that are not specified may join in any of the batches*

For any inquiries or further information, please feel free to contact us through the following:

Mobile: 0921-576-1676

Telephone: (02) 8723-7426 / 7900-5176 / 7007-4584

Email: arczone.trainings@gmail.com

We genuinely appreciate your cooperation in sharing this valuable opportunity with your staff, and we are confident that this training program will contribute significantly to enhancing employee productivity and promoting ethical values within government agencies, thus, contributing to the overall efficiency and effectiveness of public service delivery within the region.

Thank you for your attention to this matter, and we look forward to the possibility of collaborating with your offices and units in this endeavor.

Truly yours,


Ms. Jermaine P. Ogking, LPT
Training Coordinator



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Boosting Employee Productivity through Values Formation

Description

This 3-day values formation training program aims to **develop** among public servants their **commitment to manifest** their desirable values vis-a-vis the shared values of their organization. Becoming aware of their personal values, as well as their family values and traditions will help them understand how the organization works and how their personal values are integrated with the shared values and culture of their organization. The manifestation of desirable public service values contributes to individual productivity and the success of the organization. The training program will expose participants to experiential learning sessions and collaborative learning activities using the 4 A's 1) **Activity**- with self-reflection and collaborative activities; 2) **Analysis/Processing** of their personal and work-related experiences; 3) **Abstraction**-providing inputs for the participants' awareness and understanding of the value concepts and transformation processes; 4) **Application** - expected application of the learnings gained from the modular sessions towards the end of the training with a pledge of commitment and a workable plan of action.

Objectives

At the end of the training, the participants will be able to:

1. Identify significant personal and family values that motivate them for better work productivity and performance.
2. Identify significant values of their organization that boost work productivity and enhance performance.
3. Relate their personal and family values with the values of the organization.
4. Demonstrate commitment to practicing their personal and workplace values through the implementation of a personal value plan.
5. Monitor their productivity and performance by accomplishing the weekly individual monitoring sheet.

Target Participants: Government Officials and Employees

Venue: Virtual via Zoom (*For face to face and exclusive training, please request for quotation*)

Training Fee: Php 4,200 per participant

Credit Hours: Twenty-Four (24) training hours

Course Contents

Day 1	Introduction/Opening Program Module 1: Me and My Personal and Family Values Module 2: Me and My Workplace Values
Day 2	Module 3: Integration of Personal, Family and Organization Values Module 4: Me and My Productivity: Working on a Personal Value Plan
Day 3	Module 5: Monitoring my Individual Progress Closing Program



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CONFIRMATION SLIP

Program/Course Title		Boosting Employee Productivity through Values Formation		
Dates of Conduct			Batch No.	
No.	Complete Name (Surname, Given Name M.I.)	Position	Mobile No.	Email Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Additional sheet/s may be used if necessary.*

Agency/Company		Region	
Contact Person		Contact Number	

Signature Over Printed Name
Head of Agency/Authorized Representative

PAYMENT DETAILS

Bank Name : Land Bank of the Philippines
Branch : West Avenue, Quezon City
Account Name : ARCZONE Professional Development, Inc.
Account No. : 0231-1676-33

Note: Please send a copy of the signed confirmation slip and proof of payment to **arczone.trainings@gmail.com** to secure slots. Participants also need to upload a copy of the signed confirmation slip to proceed with their online registration. For self-registered participants, proof of payment will be asked upon registration.



This

CERTIFICATE OF ACCREDITATION

is awarded to

ARCZONE PROFESSIONAL DEVELOPMENT, INC.

2nd Floor Overland Park Building, Banawe St. corner Quezon Ave., Quezon City

for having satisfactorily met all the accreditation requirements and is therefore found qualified to provide learning and development interventions on Leadership Development, Human Resource Management, Organization Development and Personal & Professional Effectiveness that are relevant to the duties attached to incumbents of career and non-career positions in the civil service.

*The accreditation is valid for three (3) years from **December 15, 2020** to **December 14, 2023**.*


ALICIA dela ROSA-BALA
Chairperson


ATTY. AILEEN LOURDES A. LIZADA
Commissioner



VACANT
Commissioner

Attested by:


ARTHUR LUIS P. FLORENTIN
Executive Director IV

CSC Resolution No: 2001073

Certificate No: 2020-0008



**PROGRAM ACCREDITATION
of ARCZONE Professional
Development, Inc.**
X-----X

Number : 2300800
Promulgated : 01 September 2023

RESOLUTION

WHEREAS, the Civil Service Commission (CSC) approved the Amended Implementing Guidelines on the Accreditation of Learning and Development Institutions (ALDI) under CSC Resolution No. 2100220 dated 02 March 2021 that amended CSC Resolution No. 1600770 dated 13 July 2016;

WHEREAS, Section V.4.b of CSC Resolution No. 2100220 dated 02 March 2021 on the Amended ALDI Guidelines required that the submitted designs of the programs, courses, and/or services of the institution shall be certified in line with the accreditation of the institution;

WHEREAS, ARCZONE Professional Development, Inc., an accredited learning and development institution, has requested the CSC to certify its program, entitled “Boosting Employee Productivity through Values Formation”; and

WHEREAS, based on the set standards contained in CSC Resolution No. 2100220 dated 02 March 2021, the program of ARCZONE Professional Development, Inc., has been found to have satisfactorily met all the accreditation requirements;

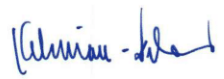
WHEREFORE, the CSC **RESOLVES** to grant accreditation to the program entitled “Boosting Employee Productivity through Values Formation” of ARCZONE Professional Development, Inc.

Quezon City.


ATTY. KARLO A. B. NOGRALES
Chairperson


ATTY. AILEEN LOURDES A. LIZADA
Commissioner


ATTY. RYAN ALVIN R. ACOSTA
Commissioner

Attested by:

Digitally signed by KATHERINE
LIMARE-DELMORO
Date: 2023.09.04 13:52:36 +08'00'
KATHERINE LIMARE-DELMORO
Director IV
Commission Secretariat and Liaison Office

Bawat Kawani, Lingkod Bayani