



Republic of the Philippines  
**Department of Environment and Natural Resources**

Visayas Avenue, Diliman, Quezon City, 1100

Tel Nos. (632) 8929-6626 to 29

VOIP Trunk line (632) 8755-3300/87553300

Website: <http://www.denr.gov.ph>

**MEMORANDUM**

**FOR :** All Undersecretaries  
All Assistant Secretaries  
All Regional Executive Directors  
All Bureau Directors  
All Heads of Attached Agencies  
All Service Directors

**FROM :** The OIC Director  
Human Resource Development Service

**SUBJECT :** INVITATION TO THE VALUES FORMATION PROGRAM  
ORGANIZED BY ARCZONE PROFESSIONAL DEVELOPMENT  
INC.

**DATE :** SEP 25 2023

---

Regarding the enclosed invitation from Arczone Professional Development Inc., we wish to inform you about their upcoming accredited three-day training program endorsed by the Civil Service Commission, titled "Enhancing Employee Productivity through Values Formation." This program will be conducted in multiple batches in Metro Manila and Luzon.

The primary objective of this three-day values formation training program is to foster a strong sense of commitment among public servants to uphold their desired values in alignment with the organization's shared values.

Our Human Resource Development Service (HRDS) envisions cultivating a highly skilled, proficient, and engaged workforce by offering pertinent and strategic learning and development (L&D) initiatives. These initiatives aim to address competency gaps and pinpoint the career development needs of our officials and employees. In pursuit of this goal, our service actively collaborates with external Learning Service Providers (LSPs) to provide training opportunities that may not be readily available within the Department.

If you deem this training event beneficial, we kindly request that you complete and submit an Endorsement Form to the Training and Development Division within HRDS through the DENR-HRDS L&D portal link: [bit.ly/LNDportal](https://bit.ly/LNDportal). Please ensure that this is done at least two weeks prior to the scheduled activity to facilitate the necessary Special Order preparations.

Participation in this event is contingent upon the availability of funds and adherence to standard accounting and auditing regulations.

For further information about registration and event particulars, your staff can reach out to Arczone Professional Development Inc. through the following email address: [arczone.trainings@gmail.com](mailto:arczone.trainings@gmail.com) or contact them via the provided phone numbers: 0921.576.1676 / (02) 8723-7426 / (02) 7900-5176 / (02) 7007-4584.

For your information and consideration.

*M. M. M.*  
**MIRIAM M. MARCELO**



Republic of the Philippines  
**Department of Environment and Natural Resources**

Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
926-7041 to 43; 929-6252; 929-1669

Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

**ENDORSEMENT FORM FOR LEARNING EVENT**

Course Title:			
Learning Service Provider:			
Learning Event Objective(s):			
Date Covered:			
<b>Name of Learner(s)</b>	<b>Position/Designation</b>	<b>Target(s) for Development</b>	<b>Signature of Learner(s)</b>
<p>This office certifies that the attendance of the above-mentioned personnel to the learning event stated in this form will not hamper in the delivery of service by this office. Also, all expenses to be incurred from this activity, including registration fee, is chargeable against this office, subject to the provisions of the National Budget Circular No. 563 dated April 22, 2016 and to the usual accounting and auditing rules and regulations.</p> <div><div>Head of Office</div><div>Designation</div><div>Date</div></div>			
Office/ Division/ Section/ Unit:		Tel. Nos.:	
Office/ Region/ Bureau/ Attached Agencies:		Office Email Address:	





September 18, 2023

**Maria Antonia Yulo-Loyzaga**

Secretary  
Department of Environment and Natural  
Resources  
Visayas Avenue, Diliman, 1104 Quezon  
City

Dear **Secretary Maria Antonia Yulo-Loyzaga**:

I hope this letter finds you well. I am writing to extend a cordial invitation and request your valuable assistance in disseminating important information about a transformative training opportunity to various government offices and units under your esteemed jurisdiction. This opportunity pertains to a forthcoming 3-day training program accredited by the Civil Service Commission, titled **“Boosting Employee Productivity through Values Formation”**. Attached are the details of the training program.

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 region. 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.

OCTOBER 2023				
DATES	REGION	PROVINCE/S	BATCH NO.	REGISTRATION LINK
11-13	NCR	<i>*All cities</i>	Batch 1	<a href="https://tinyurl.com/VF-NCR">https://tinyurl.com/VF-NCR</a>  <a href="https://tinyurl.com/VF-Region4A">https://tinyurl.com/VF-Region4A</a>
16-18	Region 4-A	Batangas	Batch 2	
17-19	Region 4-A	Cavite	Batch 3	
18-20	Region 4-A	Laguna	Batch 4	
23-25	Region 4-A	Quezon	Batch 5	
24-26	Region 4-A	Rizal	Batch 6	
25-27	Region 3	Aurora	Batch 7	<a href="https://tinyurl.com/VF-Region3">https://tinyurl.com/VF-Region3</a>
NOVEMBER 2023				
DATES	REGION	PROVINCE/S	BATCH NO.	REGISTRATION LINK
6-8	Region 3	Bataan	Batch 8	<a href="https://tinyurl.com/VF-Region3">https://tinyurl.com/VF-Region3</a>
7-9	Region 3	Bulacan	Batch 9	
8-10	Region 3	Nueva Ecija	Batch 10	





NOVEMBER 2023				
DATES	REGION	PROVINCE/S	BATCH NO.	REGISTRATION LINK
13-15	Region 3	Pampanga	Batch 11	<a href="https://tinyurl.com/VF-Region3">https://tinyurl.com/VF-Region3</a>
14-16	Region 3	Tarlac	Batch 12	
15-17	Region 3	Zambales	Batch 13	
20-22	Region 1	Ilocos Norte	Batch 14	<a href="https://tinyurl.com/VF-Region1">https://tinyurl.com/VF-Region1</a>
21-23	Region 1	Ilocos Sur	Batch 15	
22-24	Region 1	La Union	Batch 16	
27-29	Region 1	Pangasinan	Batch 17	

DECEMBER 2023				
DATES	REGION	PROVINCE/S	BATCH NO.	REGISTRATION LINK
4-6	CAR	Abra, Apayao, Benguet, Ifugao, Kalinga, Mt. Province	Batch 18	<a href="https://tinyurl.com/VF-CAR">https://tinyurl.com/VF-CAR</a>
5-7	Region 2	Batanes	Batch 19	<a href="https://tinyurl.com/VF-Region2">https://tinyurl.com/VF-Region2</a>
11-13	Region 2	Cagayan	Batch 20	
Note: The training schedules for other regions will be announced soon.				

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





## 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

<b>Day 1</b>	Introduction/Opening Program Module 1: Me and My Personal and Family Values Module 2: Me and My Workplace Values
<b>Day 2</b>	Module 3: Integration of Personal, Family and Organization Values Module 4: Me and My Productivity: Working on a Personal Value Plan



# ARCZONE

PROFESSIONAL DEVELOPMENT INC.

CSC-ACCREDITED LEARNING AND

DEVELOPMENT INSTITUTION (ALDI)

Module 5: Monitoring my Individual Progress

Closing Program

(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



Day 3



[www.arczoneprofdev.com](http://www.arczoneprofdev.com)

GLOBAL COMPETITIVENESS  
through Quality Education





**ARCZONE**  
**PROFESSIONAL DEVELOPMENT INC.**  
CSC-ACCREDITED LEARNING AND  
DEVELOPMENT INSTITUTION (ALDI)

(02) 7900-5176 | 8793-7491 | 7007-4534  
(+63) 821-576-1676 | 9031-447-3534  
arczonetrainings@gmail.com  
2nd Flr. Overland Park Bldg. Banawe St.,  
Quezon Ave. Quezon City

## 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.
1			
2			
3			
4			
5			
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**. 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.

ATTY. AILEEN LOURDES A. LIZADA  
Commissioner



*A. Balala*  
ALICIA dela ROSA-BALA  
Chairperson

VACANT  
Commissioner

Attested by:

*Arthur P. Florentin*  
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**