

HRD PLAN IMPLEMENTATION MATRIX

Calendar Year 2017

#15. COMPETENCY BUILDING ON RSP: HOW TO FILL UP THE CSC PERSONAL DATA SHEET (PDS) FORM

Desired Outcome	Outputs to be produced	Learning Objectives	Proposed HRD Intervention	Target Learners			Planned Schedule												Support Requirements									
				Number	Office(s)	Position(s)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Financial	Human Resource	Logistics	Executive Sponsorship	Other	Source of Funds				
							Male	Female																				
Fast-tracked the facilitation of documents for appointment, renewal, reorganization, etc.	Correctly completed PDS Form 212	By the end of the session, the participants will be able to: -discuss the guide in filling up the CSC Personal Data Sheet (PDS) Form 212	Recruitment, Selection and Placement: How to fill-up the PDS Form	40	All Offices	All Level					X												30,000	1 Resource Speaker 1 Documenter 1 Secretariat	Venue Projector Training Materials & Supplies White Board Laptop Honorarium for Speakers	Memo Order from PGO Approved Activity Design	Contingency fund for miscellaneous expenses	HRDP