ANNOUNCEMENT

The Civil Service Commission (CSC) announces the conduct of the:

**LEADERSHIP AND MANAGEMENT CERTIFICATION PROGRAM (CPro)
RECOGNITION OF PRIOR LEARNING TRACK (RPL) – Batch 3**

The schedule of activities of the program and the corresponding fees are, as follows:

ACTIVITY	TIMELINE	FEES
Online Registration	Feb 7 – March 9, 2018	PhP 1,200.00
Pre-Qualifying Test (PQT)	March 23, 2018	
Release of Result of PQT *Note:* Only those who will pass the Pre-Qualifying Test (PQT) shall be required to attend the orientation of RPL candidates and to proceed to portfolio building and competency assessment.	May 4, 2018	
Orientation for RPL Candidates	May 14, 2018	PhP 27,900.00
Portfolio Build-up	May 16 – Aug 16, 2018	
Midpoint Monitoring Sessions 1st 2nd	June 19, 2018 July 20, 2018	
Deadline of Submission of Portfolio to ERPO	September 17, 2018	
Competency Assessment - Portfolio Review (PR) - Behavioral Event Interview (BEI) - Written Test	Sept – December 2018 Oct 2018	
Post Evaluation with Candidates	Jan 2019	
Release of Assessment Results	60 days from date of submission of assessor's rating	
Awarding Rites	1st Quarter of 2019	

Note: *Acceptance of online registration shall be on a **FIRST-COME, FIRST-SERVED** basis and <u>shall be closed any time before March 9, 2018.</u>*

The guidelines that follow shall be observed in the conduct of the CPro-RPL (Batch 3).

A. OBJECTIVE

The CPro is a program offered by the Civil Service Commission as an alternative mode of satisfying the qualification standards for division chief and executive/ managerial positions where the educational requirement is a Master's Degree, provided that the other requirements are also met. It is designed to equip government leaders/managers with the five (5) leadership competencies, such as Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, and Creating and Nurturing High Performing Organization, as a means towards enhancing their effectiveness in leading their respective organizations.

Candidates for the RPL Track are expected to have already acquired the targeted competencies through previous real-life work experiences.

B. QUALIFICATION / ADMISSION REQUIREMENTS

Applicants for the program shall be considered based on the following priorities:

Priority 1: Those who are designated as Officer-in-Charge to Division Chief or equivalent positions due to lack of master's degree;

Priority 2: Those being considered for the Division Chief or Executive/ Managerial positions; and

Priority 3: Those in the private sector planning to establish a career in the public sector.

C. WHERE TO FILE APPLICATION FORMS

Application for the program is through online registration. Please visit our website at www.csc.gov.ph then click the **Online Registration for Leadership and Management Certification Program (CPro) Recognition of Prior Learning (RPL) – Batch 3)** to register.

D. EXAMINATION/ASSESSMENT VENUE

The Pre-Qualifying Test (PQT) and the Competency Assessment for the CPro-RPL Track shall be conducted in the CSC-Central Office, Constitution Hills, Quezon City. A Notice of Examination shall be sent to the candidates through email.

E. SCOPE OF PRE-QUALIFYING TEST AND COMPETENCY ASSESSMENT STAGE

E.1 PRE-QUALIFYING TEST

A pre-qualifying test shall be administered to registrants to determine who among them could directly proceed to competency assessment. The Pre-

Qualifying Test (PQT) consists of the following:

1. Multiple Choice (MC) is a two-hour general ability test consisting of 100 multiple choice-items. The test covers the five (5) leadership and management competency areas, namely: Thinking Strategically and Creatively (TSC), Leading Change (LC), Building Collaborative, Inclusive Working Relationships (BCIWR), Managing Performance and Coaching for Results (MPCR), and Creating and Nurturing High Performing Organization (CNHPO), with 20 percent weight allocation for each competency area.

2. Essay Test (ET) - is a 1-hour test consisting of four (4) questions relating to leadership and management competencies. The following criteria shall be adapted in rating the test: a) Organization/Cohesiveness (30%); b) Clarity and Conciseness (20%); and c) Substance (50%).

The result of PQT shall be released on May 4, 2018.

E.2 PORTFOLIO BUILDING

Candidates who will pass the Pre-Qualifying Test shall proceed to the next phase of the program which is a 90-day Portfolio Building. They will attend an orientation which includes a module on Portfolio Building in order to be equipped with the necessary concepts and skills to build portfolios of competencies that were demonstrated in the course of their previous work experience.

In building their portfolio, they need to cite instances from their work history in which the targeted competencies were displayed. Evidence manifesting the targeted competency should be recent, or within the last three (3) years.

E.3 COMPETENCY ASSESSMENT STAGE

The CPro candidates shall be subjected to competency assessment which is composed of two (2) parts with the following weight allocation:

1. **Written Test (10%)**

   To establish conceptual grounding of the candidate on the competency being assessed.

2. **Portfolio Review and Behavioral Event Interview (90%)**

   To establish the candidate's capability to demonstrate the leadership competencies in the workplace with appropriate sets of evidences through the portfolio of actual work experiences with appropriate sets of evidence that demonstrate the leadership competencies.

F. CONFERMENT AND ISSUANCE OF CERTIFICATE

A candidate, after having successfully passed the assessment on all of the five Leadership Competencies required in this Program, shall be conferred a Certificate of Leadership and Management.

W A R N I N G

The Civil Service Commission uses a highly reliable system to detect cheats.

Any form of cheating in any civil service examination shall be a violation of **Republic Act No. 9416**, and any person found guilty shall be administratively and criminally liable. The forms of cheating are, as follows:

1. Use of "codigo" in any form (written on any material or in digital form)
2. Impersonation
3. Employing a person who may provide examinees with answers
4. Collusion between examinees and examination administrators
5. Examinee number switching
6. Such other acts of similar nature which facilitate the passing of examination, including possession and/or use of fake Certificate of Eligibility

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Approved:

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