



PROPOSED 2022 OACSC TEAM BUILDING

I. RATIONALE

The year 2020 - 2021 proved to be a challenging year for the implementation of the Programs and Mandate of the Office of the Assistant Commissioner for Special Concerns (OACSC). The emergence of COVID-19 has transformed the work and workplaces of the government. It affected the operations in the OACSC and the CSC Regional Offices, specially, in the conduct of their day-to-day tasks. As a result, the targets was adjusted to a certain number that is achievable based on the current situation.

The Office of the Assistant Commissioner for Special Concerns, in its desire to ensure the continuing growth and development of its Human Resource, will conduct its Team Building Activities (TBA) for 2022 entitled “Improved Teamwork for Quality Service”, coined after this Office’s primary function, which is the promulgation of Quality Service to the CSC ROs Stakeholders and the continued implementation of Civil Service Commission Quality Management System (CSC QMS).

Since COVID-19 is likely to remain as a health concern in 2022 and onwards, there is a need to introduce new strategies and tools to perform OACSC mandated functions without compromising the health and welfare of the employees, i.e., thru online/virtual activities.

The overall goal of team building is to increase understanding of team dynamics and encourage team approach to working on certain program/project. Specifically, the OACSC aimed at promoting cohesiveness and effectiveness in achieving its targets, boost the individual morale by providing opportunity to reflect, recreate one’s self, and relax and identify conditions that are blocking both individual and team effectiveness so that the team can begin to develop plans of action and change.

Hence, the OACSC requests authority from the Commission to conduct the said TBA and conduct orientation relative to Alternative Work Arrangements on May 12-13, 2022, including the use of motor vehicle for the whole duration of the said activity.

II OBJECTIVES

The overall goal of TBA is to increase the understanding of team dynamics. Team building encourages the team approach to working on a project.

Bawat Kawani, Lingkod Bayani

Specifically, OACSC's TBA aims to:

1. Promote cohesiveness and effectiveness in achieving the OACSC goals and targets;
2. Boost the individual morale by providing opportunity to reflect, recreate one's self, relax and be socially aware; and
3. Identify conditions that are blocking both individual and team effectiveness so that the team can begin to develop plans of action and change.

III PROGRAM CONTENT

To achieve the objectives of the team-building development plans, the following activities are being proposed

- a. Group Discussions;
- b. Team Building Exercises; and
- c. Orientation-Workshop on the Alternative Work Arrangements (AWA)

IV, METHODOLOGY

Team Building activities such as group dynamics, developmental interventions, physical exercises, mental calisthenics, social interaction, and group bonding sessions will be employed in order to help the staff discover how to approach situations and to basically strengthen their bond for the purpose of coherence in the execution of work programs and attainment of the Office Objectives.

As part of the program, the Orientation relative to the issuances on Alternative Work Arrangements will be conducted in the venue.

V. PARTICIPANTS, VENUE AND DATE

One (1) official and six (6) employees of the OACSC will participate in the TBA, namely:

Atty. Rodolfo B. Encajonado
Jeanette D. Aldaba
Jayson G. Cu
Emelita C. Jopia
Kristal C. Gumboc
Ella Arevalo
Hannah Jireh Conde

1 Driver from OFAM

VENUE: White Rock Beach Hotel and Waterpark, Purok 3, Subic, Zambales

DATE: May 12 – 13, 2022

VI. PROPOSED TBA CONTENT

Part 1: CSC Alternative Work Arrangement

- CSC RIGAWA
- OACSC AWA

Part 2: Planning, sharing, and getting to know you (OACSC) part

Part 3: Games

- a. Communicating/Messaging
- b. OACSC Family FEUD
- c. KAMUSTAHAN Session
- d. Environmental Scanning

VII. SCHEDULE OF ACTIVITIES

Please see attached training design

VIII. BUDGET ESTIMATE

Number of pax:		7		
Number of days:		2		
Estimated Expenses		48,990.00		
Hotel accomodation (2D,1N; exclusive of meals)				24,990.00
Meals				
	Day 1, breakfast	(7pax@250)	1,750.00	
	lunch, PM snacks, dinner	(7pax@1000)	7,000.00	
	Day 2, breakfast, AM snacks, lunch	(7pax@1000)	7,000.00	
	PM snacks	(7pax@250)	1,750.00	
	Other grocery items		1,000.00	18,500.00
Per Diem, driver				1,500.00
Transportation (toll fee; gas)				4,000.00
				48,990.00
	Total available fund (7pax@6,000)			42,000.00
	Difference (to be shouldered by employee)			- 6,990.00

This Office takes responsibility for the TBA expenses to be within the amount the Honorable Commission set for each personnel, Hence, the amount in excess of the allowable TBA budget per personnel shall be borne by, and at private expense of the TBA participants.

PROPOSED BY:

(signed)

JEANNETTE D. ALDABA

Supervising Human Resource Specialist



JAYSON G. GU

Supervising Human Resource Specialist

RECOMMENDING APPROVAL:



Atty. RODOLFO B. ENCAJONADO

Assistant Commissioner

APPROVED BY:

Atty. KARLO A.B. NOGRALES

CSC Chairperson