

## **A PROPOSAL TO CONDUCT TRAININGS ON PUBLIC SECTOR UNIONISM FOR CSC REGIONAL OFFICE PERSONNEL**

### **Background:**

The Civil Service Commission, as the central personnel agency of the Government is mandated to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the Civil Service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. Included therein, is the mandate to harness public sector unionism.

Aligned with CSC's mandate, the Human Resource Relations Office (HRRO) is tasked to promote responsible public sector unionism and responsive management. Its programs on harnessing public sector unionism could raise awareness on how public sector unions in partnership with the management can work and deter graft and corruption, achieve improved public service delivery, among others. Through HRRO, the tactical move is to empower public sector unions and imbibe among employees' associations members the value of collaborating with the management as the crucial component in providing quality public service that will strengthen people's trust in government.

To attain the above, it is crucial to capacitate our stakeholders on the importance of the collaboration between and among union leaders and the management. It is equally crucial to train and capacitate the CSC Regional Office (CSC RO) staff who are the service providers, to enable them to serve and promote public sector unionism and to empower them to capacitate in return, the stakeholders.

Moreover, the proposed capacity-building effort is also in line with the CSC's role as reflected in the 5-year (2018-2022) Decent Work Agenda related to the ratified International Labor Organization (ILO) Convention 151 (C151).

Hence, and as part of the HRRO mandate to champion public sector unionism, we are proposing the conduct of the following trainings for the CSC RO and some selected Central Office staff, such as:

#### **1. PSU Orientation Workshop (2-day)**

Two (2) sessions/trainings on Harmony in the Workplace. The purpose of this training is to present the new and enhanced module on the said topic to help the CSCRO personnel in conducting the said seminar. The modules are designed to walkthrough the would-be facilitators of the newly developed module on Promoting Harmony in the Workplace. The purpose of this training is to capacitate the CSC RO personnel and equip them with the necessary skills to be able to conduct such seminars effectively. Ultimately, the outcome is to increase the frequency of the conduct within the different regions and consequently, to increase the number of employee organizations who will benefit from the learnings of this seminar.

A. The objectives of the training are:

1. To reinforce the knowledge and familiarity of the participants with the Module on PSU Orientation Workshop;
2. To practice the conduct of PSU Orientation Workshop;
3. To refresh the knowledge of participants on PSU;
4. To orient the participants on non-adversarial communication; and
5. To emphasize on the benefits of unionism.

At the end of the training, the participants are expected to:

1. strengthen their knowledge with and skills in conducting Public Sector Unionism Orientation seminar using the module;
2. value their role as would be facilitators and to intensify their commitment in the promotion of harmony in the workplace through PSU Orientation; and
3. to commit to conduct Public Sector Unionism Orientation in their respective regions.

**Target Participants :** Thirty-Five (35) participants per session or Seventy (70) participants comprising selected CSCRO staff preferably from PSED and Central Office Pintig representatives who will be trained as facilitator in the conduct of the aforementioned seminar. Also included in the costing are three (3) Facilitators including the Resource Persons.

**Target Date :** February 13-14, 2020 and May 28-29, 2020

**Venue :** CSC Resource Center

**Coverage:**

Module 1: Overview: Public Sector Unionism (PSU)

- Objectives of PSU
- Framework of PSU
- Legal bases of PSU
- Salient features of Executive Order 180 (EO 180)
- Basic information on PSU registration, PSU accreditation, and Collective Negotiation Agreement (CNA) registration

Module 2: Benefits of Public Sector Unionism to the Management

- Benefits of having PSU in the workplace

Module 3: Negotiation and Non-adversarial Communication

- Negotiation
- Non-adversarial communication

As Learning Action Plan, the participants are expected to commit to conduct PSU Orientation Workshop within their regions, within the next six months and must include the same in the OPCR for the succeeding years.



## Budget:

The proposed total budget for this training is *Two Hundred Forteen Thousand and Seven Hundred Twenty Pesos* (P216,920,00) only, broken down as follows:

<u>Expense/ Item</u>	<u>Particulars</u>	<u>Total</u>	<u># of session</u>	<u>Grand Total</u>
Meals				
CSCROs [full <sup>1</sup> ]	₱1100*33 pax*2 days	72,600.00	2	145,200.00
CO pax <sup>2</sup> /staff/LSP	₱ 550*5 pax*2 days	5,500.00	2	11,000.00
Office/Training	kits, cartolina, manila	7,000.00	2	14,000.00
Supplies	paper, etc.			
Manuals/USB	₱300 x 25 manuals	7,500.00	2	15,000.00
Photocopy expenses	5000 sheets x ₱1.00	5,000.00	2	10,000.00
Contingency (10%)				19,720.00
<b>TOTAL</b>				<b>214,720.00</b>

## 2. Training on Negotiation (2-day)

This is a one-session capacity-building effort which aims to equip the participants on the dynamics of negotiation, taking into consideration diversity and non-adversarial communication as its primary tool, among others. The Negotiation Training transcends the traditional negotiation process as it basically emphasize on interests and values being components of negotiations. It emphasizes how interests and values-based negotiations are important in achieving harmony in the workplace. The application of the theories in actual negotiation will also serve as a cementing factor of enhancing harmonious relationship considering that potential conflict and emotional outburst are being avoided.

This is a two-day values-based workplace negotiation training with preparation for CNA. It will focus on negotiation strategy that is aimed at arriving a mutually beneficial outcome. The participants are expected to learn concepts and practices skills on collaborative communications, consensus building and joint problem solving in a safe classroom environment. A unique component of this program is the inclusion of a module on Relationship by Objectives where participants will jointly develop a framework for problem solving that will serve as foundation for all types of negotiations.

The participants are expected to apply their learnings during the conduct of PSU Orientation within their regional jurisdiction.

**Target Participants :** Thirty-three (33) regional participants and two (2) Central Office participants. Also included in the cost are two (2) Facilitators and two (2) Resource Persons.

<sup>1</sup> Full = breakfast, 2 snacks, lunch and dinner

<sup>2</sup> 2 Snacks and lunch

**Target Date :** March 26 and 27, 2020

**Venue :** CSC Resource Center

**Budget :**

The proposed budget for this training is Two Hundred Eleven Thousand Pesos broken down as follows:

<b><u>Expenses Item</u></b>	<b><u>Particulars</u></b>	<b><u>Total</u></b>
Meals		
RO & CO participants and LSP	₱1100 x 40 pax x 2 days	88,000.00
Training supplies	kits, cartolina, manila paper, etc.	7,000.00
Manuals	₱ 300 x 30 manuals	9,000.00
Professional Fee	₱50000 x 2 days	100,000.00
Photocopy	5000 sheets x ₱ 1.00	7,000.00
<b>TOTAL</b>		<b>211,000.00</b>

### **3. Training on Mediation (5 days)**

One (1) Session/training on Basic Mediation which aims to teach the basic concepts, theories and process of mediation. It will also cover the skills needed to be a good mediator. The acquisition of such skills aims to strengthen the grievance mechanism of the PSUs.

The participants are expected to conduct mediation proceedings within their regional jurisdiction when needed. They may also apply the learnings during the conduct of PSU Orientation.

**Target Participants :** Thirty-three (33) regional participants and two (2) Central Office participants. Also included in the cost are two (2) Facilitators and two (2) Resource Persons.

**Target Date :** April 20-24, 2020

**Venue :** CSC Resource Center

**Budget :**

The proposed budget for this training is Four Hundred Ninety Three Thousand Pesos (₱493,000.00), broken down as follows:

<u>Expense/ Item</u>	<u>Particulars</u>	<u>Total</u>
Meals		
RO & CO participants & LSP	₱1100*40 pax*5 days	220,000.00
Office/Training Supplies	kits, cartolina, manila paper, etc.	7,000.00
Manuals	300 x 30 manuals	9,000.00
Professional Fee	₱50000 x 5 days	250,000.00
Photocopy	7000 sheets x ₱1.00	7,000.00
<b>TOTAL</b>		<b><u>493,000.00</u></b>

To sustain the support of the CSC ROs in the PSU Program implemented by the Commission, it is important that within six (6) months after the participants have completed the training, they will conduct a PSU Orientation within their jurisdiction. Subsequently, the conduct of PSU Orientations must be included in the training programs and in the services offered by the CSC ROs. Consequently, the regular conduct of these PSU Orientations must be integrated in the OPCR or DPCR of the respective ROs by virtue of an issuance of an appropriate Office Memorandum.

On the other hand, the skills acquired through trainings on negotiation and mediation must be applied in addressing issues brought to the attention of the CSC. A monitoring and evaluation of the clients' concerns and how these concerns were given assistance must be established.



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