

CSC RO V

TRAINING ONLINE PROGRAM

DIGITAL. EXCLUSIVE. HYBRID
Website: <http://trd.zamitsolutions.net>



Getting Started Module

This handout will help you prepare for online learning with us and to enhance your learning experience. Our online training courses contain elements which will orient and engage you in this new learning environment.

EXCLUSIVE FOR REGISTERED PARTICIPANTS

OVERVIEW
INSTRUCTIONS
LEARNING
MODULES

CSC RO V Human Resource Division 2021
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COURSE DESCRIPTION AND OBJECTIVES

GENERAL GUIDELINES ON ONLINE LEARNING

TECHNICAL REQUIREMENTS WHICH INCLUDE JOINING IN ZOOM

(IF THERE IS ANY)

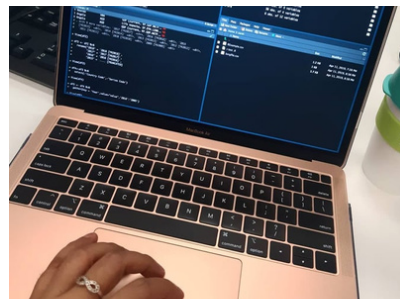
NAVIGATING THROUGH THE CSC RO V LEARNING MANAGEMENT SYSTEM (LMS)

KEEP LEARNING

COMMUNICATION CHANNELS ARE CREATED AS YOU LEARN INDEPENDENTLY TO ASSIST YOU ON THE TOPICS & ACTIVITIES WHICH MAY BE TRIVIAL.

SPOTLIGHT

Keeping up with the challenges of the times.



TRENDS

TIMELY AND RELEVANT TOPICS ON LEAVE

Taking into consideration the situation we are all in right now. We bring what you are most interested to know.



TIPS

SELF-MOTIVATION AND DISCIPLINE ARE PARAMOUNT

in online learning, being completely responsible for establishing and maintaining a regular study system is gold.

PROFILE

EMPOWERED AND CREDIBLE SUBJECT MATTER EXPERTS

To fuel engagement and motivation for a worthwhile learning experience

FORUM OVERVIEW

GET TO KNOW YOUR ONLINE COURSE

DIGITAL. EXCLUSIVE. HYBRID.

We are going **DIGITAL**. this means you can access your learning modules online via the CSC RO V Learning Management System (LMS) at <https://trd.zamitsolutions.net>

Ensure that you have submitted an **active email address** where the Zoom link will be sent for the course orientation. Attendance to the said date is mandatory for all participants.

It is **EXCLUSIVE**. Only those who have registered through our Field Offices will be accepted as participants in the forum.

HYBRID LEARNING which means it is a **combination of Synchronous and Asynchronous Learning**. The orientation which includes course overview will be in real-time via Zoom. We shall provide you with the webinar link & specific details in your email address.

The Leave Administration Course for Effectiveness (LACE) aims to provide Human Resource Management Practitioners (HRMPs) with the proper understanding of the principles, policies, and guidelines governing leave administration leading to equitable implementation of this social legislation.

The course involves a combination of lecture and practical exercises on leave credits computation (vacation, sick, terminal, and maternity leave), leave without pay (LWOP) and computation of compensatory overtime credits.

LACE is **ASYNCHRONOUS**. Which means that the learning content, post-test, and session evaluation are available in the LMS for one (1) month from the date when all learning modules are fully uploaded. So no worries if it is your first time. Just make sure that you finish all modules within 4-5 weeks.



Dive into this **Getting Started Module** which will provide you with the detailed steps into the course. You may also go to the **Discussion Forum** if you have any concerns as you go along and have a chance to interact with our Learning Facilitators, Subject Matter Experts, and co-participants.

This course has fifteen learning modules which will mainly discuss the following:

- Government Office Hours
- Leave Privileges (An Overview)
- Recording of Work Hours
- Flexible Working Hours
- Special Types of Leave Privileges
- Compensatory Overtime Credits
- Types of Leave
- Leave Without Pay
- Monetization
- Expanded Maternity Leave
- Terminal Leave
- Updates on Leave Administration in view of the pandemic.

Each one will approximately take around 1 hour and 30 minutes to complete. Make sure that you finish all the modules within the allotted time. After each video-discussion, a post test follows.

If in case you encounter any problem in the use of the LMS, please let the CSC RO V HRD know by sending email at cscro5top@gmail.com or message us in our Facebook Events Page: CSC Bicol Human Resource Events Page.

WHAT YOU'LL LEARN

BY THE END OF THE COURSE, participants will be able to have a better understanding of Leave Administration in the Public Sector.

Specifically each learning module has its own set of objectives for clarity.

Once you have finished all the modules, you will be provided with the e-certificate with 16 training hours (HRM) It's as easy as that.

GENERAL GUIDELINES ON ONLINE LEARNING

The following guidelines outline the expectations and responsibilities of CSC RO V and the learners utilizing online learning tools:

1 REGISTRATION

Upon registering at <http://trd.zamitsolutions.net>, you will receive an email giving you details on how to process your payment for the online course/training to complete your registration. Training/course registrations will not be confirmed until payment is complete and billing information is received in full or payment scheme has been agreed with the Field Office.

2 ACCESS TO LINK

One to two days before the course/training start date, participants will receive an email with directions and a link to access all learning materials and activities in our CSC RO V Learning Management System or Training Registration Database (TRD) v.2.

The link is for the participant's personal use and should not be shared with anyone. Once the course opens, the link can be used at any time to access the course. Participants will have access to the learning modules within the time frame it is set.

3 REPLACEMENT & REFUND

Participants can request for replacement at least 5 days prior to the start of the course/training through email to the Field Office where they registered or to the Human Resource Division .

Once officially registered, participants will not be allowed to refund unless cancelled due to unforeseen circumstances such as weather or natural disaster, the participant is entitled to reschedule for a future training course.

4 CANCELLATION

CSC RO V reserves the right to cancel any training/course due to unforeseen extenuating circumstances, low registration, & technical issues at least 3-5 calendar days in advance of the scheduled course date. Notice will be provided with the option to reschedule for a future course date or to receive a full refund of registration fee.

5 LEARNING METHOD

Blended or hybrid learning (synchronous and asynchronous learning) as explained in the previous page. Every after topic, a set of questions as post test and learning evaluation tool shall be answered.

6 ACCESSIBILITY

CSC RO V is committed to providing reasonable accommodations for ALL participants. If you have a disability, use assistive technology, or need assistance to fully access a training, please notify us during your registration by providing information about the kind of assistance you would need, and email us at cscro5hrd@yahoo.com at least one week in advance of the training/course start date. You will be contacted by CSC ROV HRD to discuss your needs.

7 COMPLETION

Participants will receive a Certificate of Completion equivalent to the stated training hours in the course description or as found on the website after completing all required activities.

8 WEBSITE USE

The Civil Service Commission Regional Office V (CSC RO V) shall have the sole authority to manage the website where the CSC RO V Learning Management System (LMS) or the Training Registration Database version 2 (TRDv.2) is lodged. The Human Resource Division through the LMS/TRD v.2.0 developer Mr. Neil Arvin P. Magdato & Ms. Zarah Z. Arroyo as co-developer is authorized to access and manage its content with the direct supervision of the Top Management.

No part of the content and learning materials is allowed to be recorded, downloaded, copied, or distributed without express permission from CSC RO V.

COMPUTER AND INTERNET

You will need regular access to a computer with an internet connection. High speed broadband access (LAN, Cable or DSL) is highly recommended for the optimal learning experience. Our e-learning modules run in a web browser and should work across most platforms. However, we tested against a standard office environment and we understand that most of us are having trouble with our internet connection, that is why our there are L and D courses which are mostly asynchronous so you can take the modules at your own pace on a longer period of time.

Hardware and Software

- A computer (no more than 5 years old if possible)
- Operating System: Windows 7 or newer ; MAC OS X 10.14 or newer
- Tablets and mobile device may also be used.
- Highly recommended: sound card and speakers, built-in or external webcam, microphone, and headphones.

VIDEO

Most of the pre-recorded learning sessions are in mp4 format . Check if your device supports playing this video format. The video files are likely to be the largest files that the course will contain. To ensure they play satisfactorily, regularly check internet connection and have a minimum of 2 GB of RAM, minimum of 2 GB of spare disk space is recommended.

EMAIL

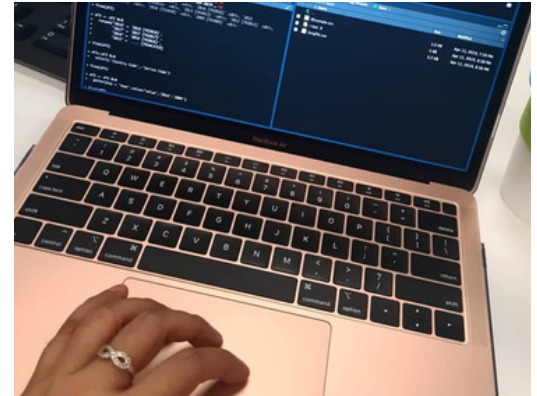
Another basic requirement is an active and valid email address. We shall send important information about the online course you have availed thru email from registration to the issuance of your e-certificate.

MOBILE APPLICATION

Since most of you are using mobile device, our webinars may be accessed via **mobile application**. You may download it for free at cscro5trd.rf.gd

MINIMUM TECHNICAL REQUIREMENTS

learning tools



Basic Computer Proficiency Skills

You do not need to have the newest computer and world-class internet connection to attend courses online nor be a computer expert. In order to comfortably participate and succeed in an online course environment, online learners must have the following computer skills at a minimum and have proficiency in:

- use of a keyboard and a mouse,
- send and receive email,
- access the internet using a web browser such as Chrome or Firefox,
- navigate the internet,
- navigate the CSC RO V Learning Management System or TRD v.2,
- read, save, and print PDF documents, and
- use Zoom application including its basic features.

joining via Zoom

We will be using the Zoom app for the Opening Activity which includes orientation about the CSC RO V Learning Management System via <http://trd.zamitsolutions.net>, accessing the learning modules, tips to ensure a smooth learning experience, what to expect in this new learning platform and an overview of the course/program.

It is important that you familiarize yourself with the features of Zoom prior to our forum. Download the application to your PC or mobile device. Go to <https://zoom.us/download> and from the Download Center, click on the **Download** button under "Zoom Client For Meetings" (shown in the photo below). Once the download is complete, proceed to install the Zoom application onto your computer. Zoom Application is also available on Mobile and Tablet, just download it in the App Store or Google Play.

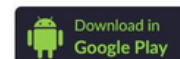


DISCLAIMER:

The Zoom links are being provided for convenience and for informational purposes only; they do not constitute an endorsement or an approval by CSC RO V of any of its products, services or opinions of the corporation or organization or individual. CSC RO V bears no responsibility for the accuracy, legality or content of the external site or for that of subsequent links. Contact the external site for answers to questions regarding its content.

Zoom Mobile Apps

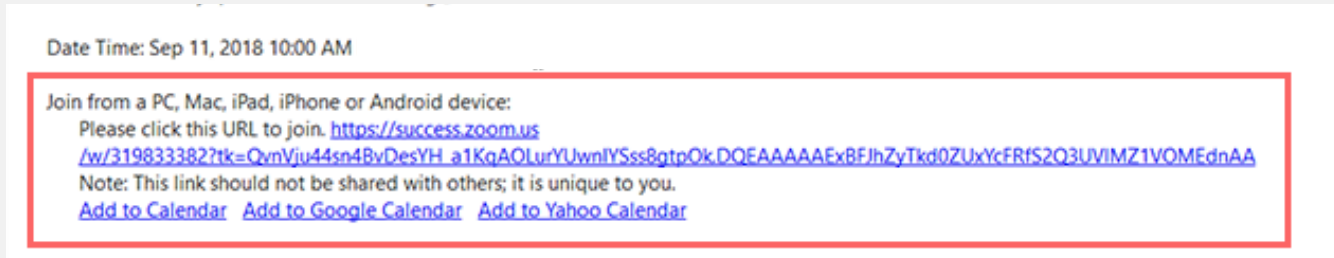
Start, join and schedule meetings; send group text, images and push-to-talk messages on mobile devices.



Joining ZOOM by invitation link

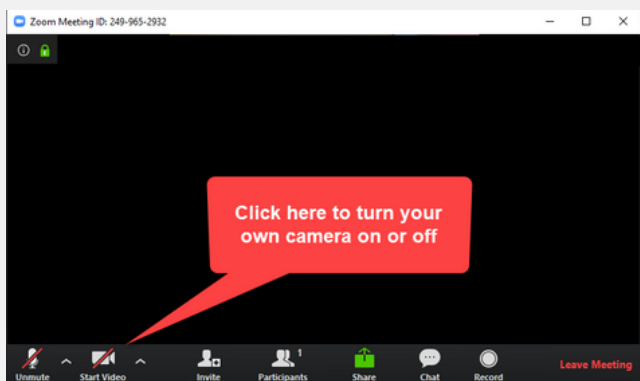
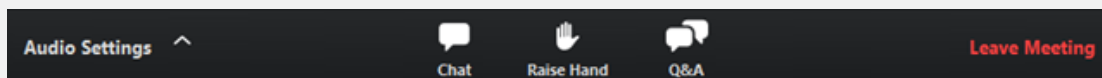
The invitation link will be sent to your email address one to two days before the course/training start date. Click the link that we have provided or which you have received in the confirmation email after you registered. **REMEMBER: The link is for the participant's personal use and should not be shared with anyone.**

Sample



Reminders in Zooming...

As an attendee, you can mute/unmute your audio, virtually raise your hand, and send messages to others.

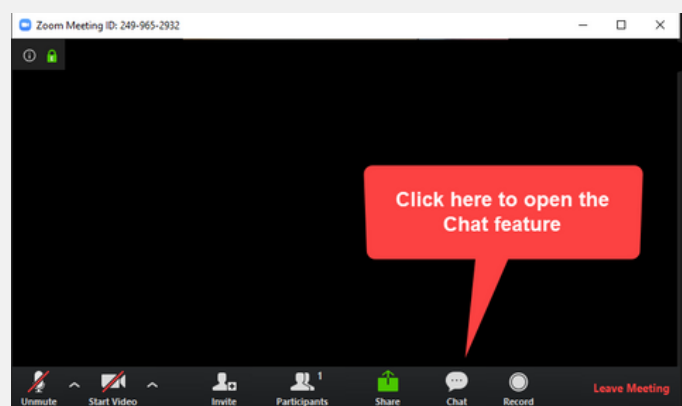


When you enter the meeting room, your audio will be on **MUTE** but the video will be on. **Do not unmute unless you are told to do so.**

Ensure that you are using your full name. To **RENAME**, click the participant icon from the navigation bar, look for your name from the window that appears, scroll until you locate your name, then right click, choose rename from drop down .

CHAT. Choose the chat icon from the navigation bar, enter your message. By default, the recipient is everyone.

REACTIONS. Choosr the reactions icon from the navigation bar. There are two - thumbs up and applause. Select the appropriate reaction you wish to convey.



Navigating through the CSC RO V Learning Management System or TRD v.2.0

Home Services Testimonials Contact Forum Login



Learning and Development

Privacy Policy and Terms and Conditions

Online Learning
MADE EASY

FREE WEBINARS
ONLINE EVENTS
ONLINE COURSES

Photo: Official Website of CSC RO V Training Online Program (cscro5trd.rf.gd)

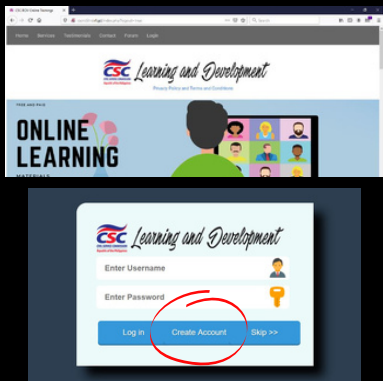
Uncertain times brought by COVID-19 caused disruption in Learning and Development (L and D). The CSC RO V, as your L and D partner in Bicol will help you succeed as you transition to online learning. We take pride in blazing the trail in digital learning in the civil service but humbled in ensuring that every course/training is relevant and timely and executed excellently. With a wealth of experience and expertise, we shall work closely with you by providing you with digital solutions to support your specific learning needs and online challenges. We are here for you. Together let us forge ahead. **#forgingaheadwithdigitalLandD**

The CSC RO V uses its internally-developed learning management system, to deliver its online courses. The next couple of pages will walk you through the system.

STEP 1

CREATE AN ACCOUNT

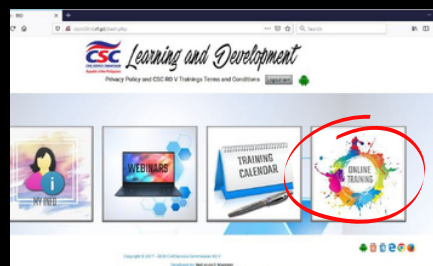
Go to your browser and type in <http://cscro5trd.rf.gd> or download the APP at <http://cscro5trd.rf.gd/android/dl.php>. Create an account by logging in. If you already have an account, simply log in your username and password.



STEP 2

VERIFY ACCOUNT REGISTRATION & LOG IN TO THE SYSTEM

Verify account registration through email. "Log in" to the system using the verified account. On your Dashboard, open the "Online Training".



STEP 3

REGISTER TO THE EVENT

Register to the Gender Forum by clicking "Register".



Register your name and enter the Official Receipt (OR) Number



Navigating through the CSC RO V Learning Management System or TRD v.2.0

STEP

4

ENTER THE COURSE

If registration is successful, the button for the chosen course will change to ENTER. You may then proceed to the course page.



STEP

5

NAVIGATE THROUGH THE MODULES

The listed learning modules are clickable. But since this is a Series Asynchronous learning with Static Branching, you need to attend the first module before you can proceed to the next modules. It is a prerequisite module so you can access the other modules.

As soon as you are done with the first module you may choose whichever modules you want to have next. Just make sure you finish the course within the specified time frame.



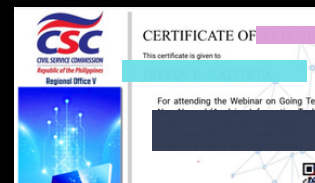
STEP

6

THE LEARNING MODULES

Watching the video is also a prerequisite in taking the Post Test and Evaluation. A participant must pass the Post Test or correctly answer at least 80% of the questions and answer the Session Evaluation before the rest of the topics are activated.

Successful completion of the course will merit a Certificate of Completion with equivalent training hours of Training.



Important Notes:

1. An account cannot be logged in on more than 1 device. To use another device with the same account, Logout your account.
2. ALWAYS LOGOUT your account or it will be locked.

WHAT'S IN EVERY MODULE

Every module shall have 3 parts which you shall work on **sequentially** and these are as follow:

1. recorded presentation / video
2. post test
3. session evaluation

Every module will approximately take 2 hours to complete. But since this is asynchronous learning, you may access it at your own pace, any time and anywhere.

Remember that the **DISCUSSION FORUM** is made available if you have any concerns as you go along with your online learning journey.

Thank for joining us in this Learning & Development

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Director II Emylin O. Severo
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**For more information about the
courses/program offered by CSC RO V,
please visit our website at**

<http://trd.zamitsolutions.net>

**Like us on Facebook:
CSC Bicol Human Resource Events Page**

#forgingaheadwithdigitalLandD

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**We are here to help.
Whatever learning challenges your
offices have, we can offer you
digital solutions.**

**We can customize as we are
flexible, agile, innovative, and
collaborative.**

CONTACT US

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*"This will make you want to learn a skill that will give you an edge,
no matter what industry you're in." - Worldwide Digital*

BY PETER L. MCGREW

All That I
Have
Learned
from this forum

this belongs to:

