



MASTERCLASS IN COMPLETE STAFF WORK

Six-Session Webinar via [zoom](#)

Day 1: Wednesday, May 3, 2023 * 8:30AM - 12:00NN	Day 4: Wednesday, May 10, 2023 * 9:00AM - 12:00NN
Day 2: Thursday, May 4, 2023 * 9:00AM - 12:00NN	Day 5: Thursday, May 11, 2023 * 9:00AM - 12:00NN
Day 3: Friday, May 5, 2023 * 9:00AM - 12:00NN	Day 6: Friday, May 12, 2023 * 9:00AM - 12:00NN

The doctrine of **Complete Staff Work** (CSW) is a doctrine of any well-run office. It is a principle of management which states that subordinates are responsible for submitting written recommendations to superiors in such a manner that the superior need do nothing further in the process than review the submitted document and indicate approval or disapproval.

In **Complete Staff Work**, the subordinate is responsible for identifying the problem or issue requiring decision by a higher authority. In written form such as a memorandum, the subordinate documents the research done, the facts gathered, and analysis made of alternative courses of action. The memo concludes with a specific recommendation for action by the superior.

Once completed, the subordinate presents the options and recommends a solution, in such form that all that remains to be done on the part of the boss is to approve or disapprove the completed action.

Here in the Philippines, **CSW** was popularized by former President Fidel Valdez Ramos and institutionalized by succeeding presidents with several directives including the recently-issued Malacañang Memo Circular 72 on November 15, 2019 strengthening the standards of **CSW** to ensure efficient and effective delivery of crucial government programs.

This is highly applicable to the private and government organizations. Attend now!

Course Director & Trainer 1: Antonio D. Kalaw, Jr., CESO I

In his 43 years of service at the Development Academy of the Philippines (DAP), he served as assistant to the president (Chief-of-Staff and Head Executive Assistant) performing complete staff work to 4 of its presidents for 25 years. He rose from the ranks serving as director, vice-president, senior vice-president until he became its seventh president for 11 years under 3 Philippine presidents, making him the longest serving president of DAP.

Trainer 2 & CSW Specialist: Paz Resurreccion "Surie" M. Alip

Trainer 3 & CSW Specialist: Niña Maria B. Estudillo

Who Should Attend:

- Administrators & Chief-of-Staff
- Head Executive Assistant
- Executive Assistants
- Technical Officers and Staff

This training is applicable to all private & government organizations including executive and legislative branches, National Government Agencies, LGUs and GOCCs

LIMITED SLOTS ONLY
PRE-REGISTRATION REQUIRED

* **Training investment is inclusive of a printed lecture guide and a nicely framed certificate that you can display on your wall. This will be delivered to your mailing address.**

P 21,150 (when you register and pay on or before April 3)

P 24,880 (when you register and pay after April 3)

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