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Staff/Administrator Development Program

Buenas yan Hafa Adai Staff & Administrators,

Please welcome our new and returning Staff/Administrator Development Program Committee members:

Marlena Montague, Chairperson
Pascual Artero, II
Marilyn Concepcion, Secretary
Barbara (Bobbie) Leon Guerrero
Joann Muna, SPHR

The committee is now **accepting applications beginning October 31, 2014**. Permanent Staff and Administrators interested in applying for the Staff/Administrator Development Program **must submit their completed application no later than 4pm, November 14, 2014 to the HR Office**.

For timely process of application, please provide estimated costs, dates, times and location of training. If this information is not provided, the application will be returned.

Applications submitted after the deadline will not be entertained.

Application and Program information may be found on MyGCC, Employee Services Tab.

NOTE: Employees under the Staff/Administrator Development Program are **required to submit a Close Out Report, grades and/or Certificate of Completion to the HR Office ten (10) days after completing courses or training taken from previously approved semester(s)**. Failure to do so, will affect employee's future eligibility under the Staff/Administrator Development Program.

Staff/Administrator Development Program Committee

Sent By: PIO, GCC
Delivery Date: Friday October 31, 2014 8:00 PM
Expiration Date: Sunday November 16, 2014 1:24 PM

Done

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