

**NATIONAL TOBACCO ADMINISTRATION  
HUMAN RESOURCE DEVELOPMENT INTERVENTIONS  
LIST OF TRAININGS AND SEMINARS  
2024 TRAINING PLAN**

TRAINING/SEMINAR TITLE	BRIEF DESCRIPTION	OBJECTIVES	EXPECTED CORE COMPETENCIES (DEVELOPED & ADDRESSED)	NO. OF TRAINING DAYS	NO. OF BATCHES/NO. OF PARTICIPANTS		PARTICIPANTS	TARGET TIMELINE S	PROPOSED TRAINING PROVIDER	AMOUNT			
					TARGET AUDIENCE	NOS.				NO.	COST/HEAD	GRAND TOTAL COSTS	
SENIOR MANAGEMENT													
1	PERFORMANCE & RESULTS MANAGEMENT	Overview of the latest research on organization team and individual performance. Skills focus on managing employee performance with focus on goal setting, evaluation, monitoring and improvement coaching.	Provides participants the concept of managing one's performance using the Performance Management Cycle. This course will help them use personal strengths to achieve performance goals, equip them on how to engage managers to improve employee's performance, proactive effective ways of asking and receiving feedback on performance and developed action plan and manage performance.	Integrity  Managing Performance and Coaching Results  Creating and Nurturing a High Performing Organization  Thinking Strategically and Creatively	3 Days (24 Hrs.)	Deputy Administrators	38 1	Benedicto M. Savellano	2nd week September	CSI  Huris In House CSC Dir. Romualdo	38	10,000.00	380,000
						Department Managers	12	Atty. Rohbert A. Ambros  Dinah E. Pichay Fortuna C. Benosa  Zenaida T. Arrojo Giovanni B. Palabay Myrna O. Lozano Perpetuo C. Calloran Roger M. Macriaga Gilbert A. Taguiam Noralyn I. Idica Randy I. Abella Adonis D. Lazo					
						OIC Department Managers	4	Reynaldo R. Aquino Milagros C. Tiu Romeo C. Paculdo Evangeline C. Cabigan					
						Legal Officer V	1	Jun Fred V. Parado					
						Public Relations Officer V	1	Freddie G. Lazaro					
						Division Chief OIC	7	Resty C. Cambe Dina B. Dela Reyna Juanito O. Meiloom Neyo E. Valdez Eleanor A. Rapanut Arnold B. Melosantos Primitivo Abalos Jr.					
						Division Chief (OIC)	4	Abraham c. Dela Pena  Arnold B. Melosantos  Rochelle C. De Peralta  Rolando Dela Cruz					
						Chief Agriculturist	8	Amelia Veronica C. Lacaden Emmabeth M. Fantastico Divina D. Pagdilao Magdalena N. Mamuyac					

							Perpetuo C. Dalloran Alicia A. Malab Melben Bejarin Tomasito A. Talaza						
2	COACHING & MENTORING	Gone are the days where coaching is only used to address "problem employee". Coaching is recognized and used as a Leadership and Management Tool, to improve and heightened employee performance and supplement the management function , planning, organizing, leading and controlling.	This workshop will allow opportunity to perform coaching on many situation designed to help a person improved in areas that has been agreed upon by the coach and the coached. Emphasis will be on developing competence needed by an effective and credible coach.	Integrity  Managing Performance and Coaching Results  Creating and Nurturing a High Performing Organization	3 Days (24 Hrs.)	Deputy Administrators  Department Managers       OIC Department Managers   Legal Officer V  Public Relations Officer V  Division Chief OIC   Division Chief (OIC)   Chief Agriculturist	38 1  12       4   1  1  7   4   8	Benedicto M. Savellano  Atty. Rohbert A. Ambros  Dinah E. Pichay Fortuna C. Benosa Zenaída T. Arrojo Giovanni B. Palabay Myrna O. Lozano Perpetuo C. Dalloran Roger M. Madriaga Gilbert A. Taguiam Noratyn I. Idica Randy I. Abella Adonis D. Lazo Reynaldo R. Aquino Milagros C. Tiw Romeo C. Paculto Evangeline C. Cabigan  Jun Fred V. Parado  Freddie G. Lazaro  Resty C. Cambe Dina B. Dela Reyna Juanito O. Malcom Neyo E. Valdez Eleanor A. Rapanut Arnold B. Melosantos Primitivo Abalos Jr.  Chryzl Marie E. Estacio Arnold B. Melosantos Rochelle C. De Peralta Rolando Dela Cruz  Amelia Veronica C. Lacaden Emmabeth M. Fantastico Divina D. Pagdilao Magdalena N. Mamuyac Perpetuo C. Dalloran Alicia A. Malab Melben Bejarin Tomasito A. Talaza	4th week September	CSI	36	9,856.00	374,528
3	CAREER PATHING	An integral complement of an employee life long career management. To have a sense	This training provides participants with fundamental steps and process. In Career	Managing Performance and Coaching Results	3 Days (24 Hrs.)		39		2nd week August	CSI	39	9,856.00	384,384

		of direction and to assess career progress,goals,and milestones. A written plan should be laid down. It aims to assists managers become a career coach in hiring employees and in exploring various career development interventions	Pathing and its application in crafting the individual career plan. It will help the managers developed their skills as a career coach to their employees, help them explore various career development interventions such as cross posting, job rotation, job enrichment or enlargement, and reassignment.	Creating and Nurturing a High Performing Organization  Personal Effectiveness  Building Collaborative and Inclusive Working Relationship		Administrator & CEO  Deputy Administrators  Department Managers          OIC Department Managers   Legal Officer V  Public Relations Officer V  Division Chief OIC    Division Chief (OIC)   Chief Agriculturist	1  1  12       4  1  1  7    4   8	Belinda S. Sanchez  Benedicto M. Savellano  Atty. Rohbert A. Ambros Dinah E. Pichay  Fortuna C. Benosa Zenaida T. Arrojo Giovanni B. Palabay Myrna O. Lozano Perpetuo C. Dalloran Roger M. Madriaga Gilbert A. Tagulam Norilyn I. Idica Randy I. Abella Adonis D. Lazo Reynaldo R. Aquino Milagros C. Tiu Romeo C. Paculido Evangeline C. Cabigan  Jun Fred V. Parado  Freddie G. Lazaro  Resty C. Cambe Dina B. Dela Reyna Juanito O. Maloom Neyo E. Valdez Eleanor A. Rapanut Arnold B. Melosantos Primitivo Abalos Jr.  Chryzl Marie E. Estacio Arnold B. Melosantos Rochelle C. De Peralta Rolando Dela Cruz  Amelia Veronica C. Lacaden Emmabeth M. Fantastico Divina D. Pagdilao Magdalena N. Mamuyao Perpetuo C. Dalloran Alicia A. Malab Melben Bejarin Tomasito A. Talaza					
4	SUCCESSION MANAGEMENT	A course on learning to chart the development and replacement of keen people/leaders and employees in the organization over a period of time. An application of a proactive approach to cultivate talent from the organization to ensure the continuity of leadership functionalities through a deliberate, focused mechanism, and a revisit of the	This course promotes continuity of Leadership functionalities and training managers to coaching and mentorship of potential qualified successor.	Managing Performance and Coaching Results  Creating and Nurturing a High Performing Organization  Personal Effectiveness	3 Days (24 Hrs.)	Administrator & CEO  Deputy Administrators  Department Managers	51 1 12	Belinda S. Sanchez  Benedicto M. Savellano  Atty. Rohbert A. Ambros	2nd week November	GUTHRIE  HURIS BUSSINESS COACH	51	10,000.00	510,000

		organization's vision, mission and goals as a backdrop of succession program.		Building Collaborative and Inclusive Working Relationship																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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	<b>DEVELOPMENT COURSE (TRACK 1)</b>	first line supervisors (SG 18 and above) which serves as an enabling tools towards understanding oneself and career, handling responsibilities, becoming better leaders and learning essential communication process.	developed critical competencies required for the supervisory effectiveness of the first line supervisory	Thinking Strategically & Creatively  Managing Performance and Coaching Results  Creating and Nurturing a High Performing Team  Leading Change  Performance Management	(40 Hrs.)	SG 18 and above	1  45	Freddie G. Lazaro  Neyo C. Valdez Rosalie P. Catura  Rochelle C. de Peralta Melanie R. Parel  Teresita D. Dela Rosa Claire Monnette P. Esteban Jay C. Darlucio Arnold B. Melosantos  Evangeline C. Cabigan Rolando C. Dela Cruz Ma. Mercedes M. Ayco Prescilla A. Nisperos Leonora P. Nudo Julie L. Mercado Cyrus Raymond C. Olivenza Kathlyn Mae A. Tejano Kenneth Russel L. Tanaval Franklin Ross S. Mendoza Valentino L. Valdez Rommel E. Calautit Weniefreda V. Fangon Marcella P. Pulgar Helen Teodora D. Pena Jannalie T. Esquintero Alona A. Managanaan Gloria L. Abella Dela R. Giron Jordan C. Turalba Virgilio A. Garcia Ruby C. Dacanay Alberto C. Casison Potenciano H. Apilado Chryzl Marie C. Estacio Magdalena N. Mamuyac Lagrimas B. Beltran Cesar P. Cambas Elmerante A. Ginez Joselyn G. Miguel Cesar P. Cambas Russel R. Rutab Marivic G. Espolong Michelle P. Nacpil Abraham C. Dela Pena Bryane Marke William R. Simeon Lorelie B. Figarola	July				
2	<b>SUPERVISORY DEVELOPMENT COURSE (TRACK 2-3)</b>	Specifically for the first line supervisors (SG 18 and above) which services as guide in assessing one's organization's readiness for change and empowerment , developing and enhancing one's skills in making effective presentation and imparting basic skills on how to plan and lead a meeting.	SDC Tracks 2&3 are follow-through training of SDC Track 1. These aims to enhance the leadership competencies of supervisors to ensure employee empowerment in their respective organizations. The two-week courses of the seminar-workshop include working in Enhancing Personal effectiveness through Personal Management, Improving Leadership through Personnel Empowerment, and Conquering Fears by becoming an Effective Speaker through Powerful Winning Presentations	Integrity  Interpersonal Relations  Problem Solving  Thinking Strategically & Creatively  Leading Change	5 Days (40 Hrs.)		57	Freddie G. Lazaro  Neyo C. Valdez Rosalie P. Catura  Rochelle C. de Peralta Melanie R. Parel Teresita D. Dela Rosa	4th wk of August	CSC	57	14,500.00	826,500



		sensitivity to the impact of diversity, usually exclusion of particular groups especially with respect to gender and provide tools for handling diversity and fostering a culture of inclusion in their respective workplaces. A major strategy for inclusion is mainstreaming the socially excluded groups. Illustrative of this approach is gender mainstreaming which seeks to promote gender equality.	Identify diversity and inclusion issues; Discuss and explore the role of the leaders in managing diversity and fostering inclusion; Identify approaches and strategies for social inclusion; Classify and navigate gender-related differences in the workplace; Develop and commit to Action Plans in managing diversity and promoting social inclusion in the workplace by identifying and addressing specific diversity issues in own workplace.	Interpersonal Relations				Neyo E. Valdez Gerald C. Guzman Milagros C. Tiu Teresita D. Dela Rosa Claire Monnette P. Esteban Michelle P. Nacpil Alona A. Manganaan Ferdinard R. Rosario Immanuel A. Rafanan Oriando O. Galdones Alberto C. Casison Ann Desiree N. Gacayan Josefa P. Correo Leah M. Ramones Divina P. Pagdila Tomasito G. Talzoa Amelia Veronica L. Lacaden Emmabeth B. Fantastico Magdalena N. Mamuyac Alicia A. Malab Perpetuo C. Daloran					
4	<b>EFFECTIVE WRITTEN COMMUNICATION SKILLS</b>	Effective written communication is essential in the modern workplace. Learn practical tips to improve your writing skills. This course will teach you how to apply the top ten principles of good business writing to your work, how to deploy simple tools to dramatically improve your writing, and how to execute organization, structure, and revision to communicate more masterfully than ever. Participants be able to apply new learning immediately to work and	The activity aimed to let participants learn basic writing techniques in delivering information in a logical and persuasive manner.  Some of the topics that to be discussed includes during the training include grammar, steps to effective writing, purposive communication in public service and persuasive communication.	Written Communication  Audit Report Writing  Computer Literacy	2 Days (16 Hrs.)	All incumbents	<b>310</b>	All incumbents	2nd week November	CSC BUSINESS COACH	310	6,000.00	1,860,000
5	<b>ORIENTATION TO NEW ENTRANTS</b>	The conduct of Orientation/Onboarding of New Entrants as part of our continuous improvement of our Quality Management System and in compliance with the CSC PRIME HRM. This activity introduces new employees to the Agency and provides information that helps them transition to their new role as part of the organization and to equipped them with knowledge to be an effective and productive public servant. Onboarding Activity is an important component of the on boarding process of the employee. The employee feels welcomed and prepared to start working; begins to understand the position and performance expectations. This program introduces new employees to the organization and provides information that helps them transition into their new role. It is a customized training program that specifically identifies an agency's structure, mission, core values, and workplace expectations for employees. This program is a means to get the new employee off to a right start and is designed to bridge the gap between the process of selection and the day-to-day working relationships of the new employee in his job.	The Program seeks to provide the participants with a general perspective of the professional and career development in the Agency. Foster an understanding of the Agency's culture, its values, and its diversity. Specifically, this program aims to: • Help the new employee make a successful adjustment to the new job • Help the new employee understand his/her role and how he/she fits into the total organization • Help the new employee achieve objectives and shorten the learning curve. • Help the new employee develop a positive working relationship by building a foundation of knowledge about campus mission, objectives, policies, organization structure, and functions	Service Excellence  Personal effectiveness  Creating and Nurturing a High Performing Organization	2 Days (16 Hrs.)	New Entrants as of Dec 2021 up to Present	<b>117</b>  <b>87</b>	Rannie Joy Sebastian Renzo Vien C. Reas Andrea Marie Contillo Lyca Mae G. Cavinta Gay Anne B. Ronduen Juanito M. Malcom  Leonor P. Nudo Sharwin D. Abad Hannah Bridgette C. Corpuz Dyrel Lourena C. Bumocli Nessa Marie Suniga Jan Jan A. Gudoy Jazylyn D. Obien Judith Ann A. Sarian Jennifer M. Carbonel Roan G. Daprosa Jannel O. Valdez Edgar C. Torres Josephine B. Cotillion Vanessa J. Dela Cruz Julius Caesar G. Briones Cristy V. Gatsbyan Marvin B. Gambala Nic Angelo A. Masiglat Harvin Herald L. Lumbania	4th week of May	NTA Internal	117	1,000.00	117,000

Johnny G. Rosendo Jr.  
Erwin B. Venus  
Laura V. Abelita  
Wesley M. Salem  
Jessica T. Isneq  
Elma S. Bayading  
Jonard C. Manglal-lan  
Melissa P. Sumao-i  
Johnley E. Ramos  
Mica Ella G. Pagal  
Jomel Paolo B. Balaoro  
Ryan Jay Z. Sape  
Carolyn P. Natan  
Joseph R. Ramos  
Mildred M. Hidalgo  
Jerome B. Alcantara  
Ciarence M. Lucina  
Arnel M. Acosta  
Joey A. Pascual  
Edgar R. Lagasca Jr.  
Janely Rose B. Manuel  
Mae Ann F. Mina  
Bryanne Marie William R. Simeon  
Aljhn M. Aquebay  
Marjorie Ann P. Tabije  
Deivid John Rayze B. Briosos  
Venbel V. Echalar  
Maureen Cadaro  
Getre Tanggan  
Marissa Alvero  
Warren Degamo  
Mena Rose Tudayan  
Daniel Roy Siababa  
Mark John Cabuag  
Marilyn Dahlitg  
Oliver Tapeq  
Vina Rizza Salut  
Karilyn Dosono  
Mark Louie Silaro  
Gina Cabotage  
Anne Margaret De Fiesta  
Colaray Christine  
Jemaima Santiago  
John Kaiser Arellano  
Karish Joy Sixto  
Regine Ducusin  
Jesrael Rillera  
Emer Hernandez  
Harold Quilang  
Elmarco Quilang JR.  
Ferisel Batnag  
Angelica Ragasa  
Jerwin Tapulao  
Krissyleen Jayme  
  
Freddie Lazaro  
  
Alvin Gacayan  
  
Marjory Basa  
Mona Krisel Garrido  
Hazel Anne Iquillo  
Kriscla Mae M. Vidal



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					Legal Officer V	1	Jun Fred V. Parado						
					Administrative Officer V	8	Ann Desire N. Gacayan Orlando O. Galdones Alberto C. Casison Ferdinark Rosario Alona A. Manganaan Immanuel A. Rafanan Josefa P. Correo Leah M. Ramones						
8	<b>LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)</b>	The Leave Administration Course for Effectiveness (LACE) aims to enhance the capabilities and competencies of government personnel involved in personnel work particularly on leave laws and benefits. This course aims to capacitate government officials and employees on the proper administration of leave benefits as well as enhance and develop accurate computation skills on the matter.	The 2 day seminar workshop aims to orient/re-orient HRMOs and practitioners on the uniform application of leave laws and policies and the computation and posting of employees leave credits and other issues and concerns.	Compensation , Benefits and Employee Welfare  Human Resource Management  Rewards and Recognition	2 Days (16 Hrs.)	HRMO'S Administrative Officer V	19	Deevid Rayze B. Briosos Gerald C. Guzman  Pablo C. Catura Jr Orlando O. Galdones  Alberto C. Casison Alona A. Manganaan Immanuel A. Rafanan Josefa P. Correo Leah M. Ramones Ferdinark Rosario Ann Desiree N. Gacayan Vina Rizza D. Salut Jennifer M. Carbonell Erwin C. Venus Jomel Paolo B. Balaoro Aryan Pamela G. Sangil Maricar De Leon Mona Krisse C. Garrido Lyca Mae C. Cavinta	1st wk. November	CSC	19	7,500.00	142,500
9	<b>PHILGEPS (BAC)</b>	The PhilGEPS is the single, centralized electronic portal that serves as the primary and definitive source of information on government procurement. Philippine Government Electronic Procurement System or PhilGEPS" means the electronic commerce service owned and operated by Procurement Service - Department of Budget and Management (PS-DBM), which serves as the central portal for all procurement information and activities of the Government of the Philippines.	The program aims to increase and upgrade the PS-PhilGEPS' capacity and skills in government procurement by learning and adopting latest concepts, information and techniques that is beneficial for the organization.	Supply and Property Management  Policy Interpretation and Implementation	4 Days (32 Hrs.)	BAC	80  12          48	Belinda S. Sanchez Benedicto M. Savellano  Giovanni B. Palabay Dinah E. Pichay Zenaída T. Arrojo Atty. Jun Fred V. Parado Gerald C. Guzman  Jay C. Darlucio Arnold B. Melosantos Abraham C. Dela Pena Mark Anthony C. Artates Myrna O. Lozano  All Branch BAC Members (6 each)	1st wk November	AGIA	60	7,500.00	450,000
10	<b>GOVERNMENT PROCUREMENT SYSTEM</b>	Comprehensive Updates for the procurement of goods, infrastructure projects ,consulting services, pursuant to the Revised implementing rules and regulations of RA 9184. Updates Guidelines on Establishing Procurement Systems and Organization, New Procedures of Public Bidding and Government Procurement as Mandated by the Revised Implementation	Participants will be able to learn and clarify some updates , issues and trends regarding the implementing rules and regulations of the RA 9184. Participants will learn to source qualified and reliable purchaser who could satisfy company's basic business principles and requirements in the area of quality cost and delivery. To develop the purchaser	Supply and Property Management  Governance , risk and control	3 DAYS (24 HRS)	Deputy Administrator for Support Services Supply Officers	85 17	Benedicto M. Savellano  Zenaída T. Arrojo Abraham C. Dela Pena  Edgardo C. Guia	1st wk November	AGIA	65	7,500.00	487,500

		mandated by the Revised Implementation Rules and Regulations. Latest GPPB ISSUANCES.	and delivery. To develop the purchaser correct and accurate material analysis, inventory level and cost competitiveness.	Government and Financial Environment		AO's /OICs		Patricia Lourdes C. Cortez  Ann Desire N. Gacayan Orlando O. Galdones Alberto C. Casison Alona A. Manganaan Immanuel A. Rafanan Josefa P. Correo Ferdinark Rosario Leah M. Ramones Helen Grace A. Frianeza Jennifer Carbonel Michelle P. Nappil Gerald C. Guzman							
							48	All Branch BAC Members (6 each)							
11	INFORMATION SYSTEMS AUDIT AND CONTROL ASSOCIATION (ISACA)	This is designed to learn and be updated on the Provision and promotion of competencies, practices, standards, & research for the effective governance control, security and issuance information systems and technology.	To enhance Information Technology Governance	Data Analysis  Computer Literacy  Database Management  Information System Management  Network Management & Administration	3 DAYS (24 HRS)	IT (MISD)	4	Jay C. Darlucio Arnold B. Melosantos Joseph B. Benosa Information analyst I	1st wk November	DITC	4	7,500.00	30,000		
12	INFORMATION TECHNOLOGY TRAINING (IN HOUSE) COMPUTER LITERACY PROGRAM	A training course to equipped employees understanding , appreciation and responsibilities regarding the use of Information Technology , to improve organizational effectiveness and productivity, using Technology.	To be able to enhance skills and equipped participants with the right techniques on information technology. Also to learn some technical solutions of information technology related to the participants filed of expertise. Analyze the impact of computer technology and its ethical implication on society. Demonstrate basic proficiency of productivity software, including word processing, spreadsheet, presentation, database and multimedia software.	Computer Literacy  Database Management  Information System Management	1 DAY (8 HRS)	TPROs DCs Computer Operators  Secretaries	50  31	Deevid Rayze John Briosos Kenneth Martin C. Dugulles Redel A. Jularbal  Ma. Mercedes M. Ayco Prescilla A. Nisperos Julie L. Mercado Evangeline Y. Isip Helen Teodora D. Pena Gloria L. Abella Carmencita T. Bersalona Melben B. Bejarin Ethelwolda C. Bosque Carolyn P. Natan Ambrocio R. Nisperos Jr Corazon V. Dacumos Myrna P. Galaraga Alma G. Toralba Eulalia Z. Ele	1st wk November	NTA	50	5,000.00	250,000		

								Marcos G. Atela Marion G. Facun Perpetuo C. Dalloran Lagrimas B. Beltran Moises D. Duran Orlando B. Anugay Aromel A. Arieta Peria V. Labayan Zenaida P. Tabije Restie V. Peralta Leazi Margarette R. Guzman Leah M. Ramones Leah C. Fiesta						
						19	TPRO's/Agriculturists ( new hires )							
13	LEARNING AND DEVELOPMENT ASSESSMENT AND LEARNING FACILITATION	The Online Learning: Facilitating Learning through Technology webinar series goes beyond introducing the technology to offer practitioners proven techniques tailored specifically to engage live online audiences. From decoding the necessary competencies in delivering an online workshop to acquiring the tools and technology available to maximize learning and engagement, this module is specially crafted to help training practitioners smoothly transition from face-to-face training facilitation to a virtual one.	Participants shall be able to effectively facilitate and administer online learning using the concepts and best practices learned, as well as develop the confidence and competence in doing so. Specifically, by the end of this course, the participants shall be able to: Appreciate the value of transitioning to online learning with the current realities; Discuss and understand basic concepts, principles, and practices in facilitating online learning; Align virtual training design to learning objectives; Effectively utilize and administer the use of different online platforms and digital applications in online facilitation; Identify creative ways in sustaining engagement.	Learning and Development Planning  Learning and Facilitation  Learning Measurement and Evaluation  Program /Course Delivery and Administration	3 DAYS (24 HRS)	HRMOS	15  Juantio M. Maloom Evangeline C. Cabigan Michelle P. Nacpil Rochelle C. De Peralta  Gerard C. Guzman Alberto C. Casison  Josefa C. Correo Prescilla Nisperos Gay Anne Ronduen Rhonelle C. Sullicipan Jennifer C. Mangalal-Ian Freddie Lazaro Neyo Valdez Kenneth Russel L. Tanaval John James C. Canosa	1st wk November	CSI	15	7,500.00	112,500		
14	RESEARCH AND DEVELOPMENT	Training and Seminar intended to give updates on the latest trends and technologies involving research and development, research principles and innovative research based products and its application.	To expand the participants potential in improving their work directed toward the innovation, introduction and improvement of products and processes	Research Capability Enhancement  Research Design  Research Information Management  Data Analysis  Technology Asessment  Rule Enforcement  Research Formulation	2 DAYS (16 HRS)	FTSD IRD	30  Evangeline C. Cabigan Kenneth Russel L. Tanaval Jennifer A. Mangal-Ian Rhonelle P. sullicipan  Chareeze I. Tanaval Charleza A. Cabagsang Warner J. Batugo Gay Anne B. Ronduen Ma. Mercedes M. Ayco Nelly G. Alba Prescilla A. Nisperos Myrna O. Lozano Jano P. Belleza Juanito M. Maloom Leonora P. Nudo Julie L. Mercado Mary Jane C. Vives	2nd week October	ATI	30	8,000.00	240,000		

								Sharwin D. Abad Rolando C. Dela Cruz Justito A. Ambros Hannah Bridgette C. Corpuz Dina B. Dela Reyna Cyrus Raymond C. Olivenza Kathryn Mae A. Tejano Christine E. Oclaray Renzo Vien Reas Warner J. Batugo (anticipation of 3 hires from FTSD)					
15	<b>EXTENSIONIST CAPABILITY BUILDING (COMPETENCY TRAINING) ASWEEC)</b>	A proposed employee management partnership program that will address employees concerns at the workplace and promote the Agency's organizational goals.	The course is designed to provide participants with a better understanding and appreciation of the roles, rights responsibilities and desired competencies of public sector employee. It will also provide new perspective and skills in facilitating and developing programs and initiatives that will address Agency's organizational goals and promote increase management support to the activities in the development of their required and desired competencies	Personal Effectiveness  Service Excellence  Thinking Strategically and Creatively  Written Communication  Performance Management	4 DAYS (32 HRS)	Agriculturists/TPRO'S TPROs  FTSD Branch Managers Chief Agriculturists Support Services	<b>226</b>  200  14 8 8 10	(list of Managers/Chief Ag above) Mae Angela U. Lacamora Leazy V. Casauran  Dianne May A. Jose Ferdmark R. Rosario Reymar I. Abella Romel E. Calautit  Rosemarie T. Soriano Michael Jhon P. Dahilig Jessa Mae A. Alcantara Adonis D. Lazo Amelia Veronica L. Lacaden Helen Teodora D. Pena Oliva C. Galdones Marcelia P. Pulgar Charito A. Masiglat Leonardo C. Escobar Rosella A. Dosono Leo C. Rante Mark Anthony C. Artates Julita F. Valdez Edilberto P. Guerero Marcelino C. Ancheta Susana G. Dangpalan Reynaldo L. Padillion Susan P. Tingle Hermielyn C. Ringor Julius Mark Lester L. Flores Janette P. Casino Fayrene Kay P. Milan Noralyn I. Idica Jose A. Taclas Tomasito G. Talozza Victor V. Valledor Christopher S. Cabanog Ian Michael D. Ventura Delia R. Giron Gloria L. Abella Liezi Margarette R. Guzman Nasser Jhon F. Ragasa Immanuel A. Rafenan Marielle Cristy B. Beloy Jordan C. Turalba Marife P. Peralta Romeo Y. Paculido Ryan Jay Z. Sape	2nd week October	ATI	226	7,500.00	1,695,000

Natividad B. Quiblan  
Adonis B. Yangat  
Nicholas A. Mendoza  
emmaneth B. Fantastico  
Warlie V. Oribello  
Christopher R. Supang  
Leni M. Arciaga  
Ruby A. Dacanay  
Potenciano H. Apilado  
Ambrocio R. Nisperos Jr  
Judith M. Morales  
Candido I. Liangao  
Aurelia C. Santos  
Joannaliza D. Ordinarante  
Ariel R. Calica  
Estrelita E. Nabua  
Rosita O. Gambito  
Emily M. Abubo  
Kristin Mae S. Castaneda  
Virgilio A. Garcia  
Ann Desiree N. Gecayan  
Magdalena N. Marnuyac  
Chryzl Hirizee Marie P. Estacio  
Joselyn G. Miguel  
Redel A. Jularba!  
Omer D. Casanova  
Roger T. Madriaga  
Elizabeth Q. Biala  
Marina P. Pine  
Marcos P. Atela  
Israel C. Ramos  
Rechle B. Vallo  
Marlon G. Facun  
Ronald P. Molina  
Manuel M. Delfin Jr  
Rose Anne S. Dismaya  
Edna C. Perlao  
Joeffrey T. Bautista  
Lorelle B. Figarola  
Perpetuo C. Dallozan  
Cesar P. Cambas  
Lagrimas B. Beltran  
Christopher D. Queddeng  
Karla May E. Cardona  
Jovanie C. Gante  
Arvin B. Solito  
Maricar R. de Leon  
Gilbert A. Taguiam  
Alicia A. Malab  
Moises D. Duran  
Bryanne Marke William R. Simeon  
Ma. Mercedes M. Ayco  
Prescilla A. Nisperos  
Rhonelle P. Sullicipan  
Chareeze S. Israel  
Charleza A. Cabagsang  
Warner J. Batugo  
Gay Anne B. Ronduen  
Christine E. Occlaray  
Nely G. Alba  
Myrna O. Lozano  
Juanito M. Maloom

Leonaro P. Nudo  
Julie L. Mercado  
Mary Jane C. Vives  
Sharwin Abad  
Rolando C. Dela Cruz  
Justito A. Ambros  
Hannah Bridgette C. Corpuz  
Dinah B. Dela Reyna  
Cyrus Raymond C. Olivenza  
Kathlyn Mae Tejano  
Sinfrosa N. Valmonte  
Evangeline Y. Isip  
Dianne Joyce O. Trinidad  
Jermy Ann E. Feria  
Eleanor Rapanut  
Primitivo M. A. Abalos Jr  
Carmelita V. Albano  
Marilyn Dahilig  
Oliver Tapea  
Judith Ann Darian  
Jazylyn D. Obien  
Jan Jan A. Gudoy  
Dyne! Lourena C. Bumocli  
John Kaiser D. Arellano  
Roan G. Dapozza  
Josephine B. Cotillon  
Vanessa J. Dela Cruz  
Cristy V. Gabayan  
Marvin B. Gambala  
Nic Angelo A. Masiglat  
Harvin Herald L. Lumbania  
Mena Rose T. Tudeyan  
Mark John T. Cabuag  
Vareem M. Degamo  
Johnny Q. Rosendo JR.  
Leazi Margarette R. Guzman  
Laura V. Abellita  
Daniel roy A. Siababa  
Wesley M. Salern  
Jessica I. Isneac  
Elma S. Bayading  
Jonard C. Manglal-Ilan  
Johnley E. Ramos  
Mica Ella G. Pagal  
Jemaima C. Santiago  
Carolyn P. Natan  
Regine V. Ducusin  
Jeerael R. Rillera  
Karish Joy A. Sixto  
Anne Margaret P. De Fiesta  
Gelre John R Tagapan  
Marjory L. Basa  
Jonesty Rose F. Mauel  
Christopher D. Queddeng  
Edgar R. Lagasca JR  
Mae Anne F. Mina  
Emer C. Hernandez  
Feriel C. Batnag  
Arvin B. Solito

16	<b>HRMO CONVENTION TRAINING</b>	These training and conventions ensures the role of HRMO in the organization effectiveness. To revisit functions and responsibilities of the HR Department. Trends and challenges affecting HR management. Discuss Strategic measures of compliance, documentation and competence related to strategic human resource management.	Participants will learn the advantages of Strategic Human Resource Management and Planning Methods to recruit potential employees. Elements of effective compensation/benefits programs, components of the performance management cycle, mechanisms to enhance employee retention. , ways to invest in employee growth through training and development, techniques of organizational development that align HR with organizational strategies, so that they can implement them in their respective agencies.	Compensation, Benefits , and Employee Welfare  Competency Development and Enhancement  Human Resource Management  Recruitment Selection and Placement  Learning and Development Planning	3 Days (24 Hrs.)	DASS  Legal Officer V  Department Manager III  Administrative Officer V	18	1 Benedicto M. Savellano  1 Jun Fred V. Parado  1 Zenaida T. Arrojo  13 Magdalena M. Mamuyac  Oriando O. Galdones Alberto C. Casison Alona A. Manganaan Immanuel A. Rafanan Josefa P. Correo Leah M. Ramones Ferdinard Rosario Anne Desiree N. Gacayan Pablo B. Catura JR. Michelle P. Napili Jennifer Carbonel Maricar De Leon	1st week September	CSC	16	8,000.00	128,000
17	<b>AGRICULTURAL ENGINEERING CONVENTIONS</b>	Opportunity for the Philippine Agricultural Engineers to exchange information and forge collaboration with their counterparts in these country and in other ASEAN and Asia Pacific on agricultural mechanization and agricultural biosystems engineering.	To establish linkage, cooperation and exchange of information between and among the countries in Asia Pacific on Agricultural Mechanization human development. To guide in preparation of action plan and measures to facilitate the harmonization of agricultural mechanization and engineering qualification, curriculum, education and regulations within the region. To discuss the updates and finalized the Strategic Action Plan of ASEAN Agricultural and Biosystems Engineering Cooperation Framework in support to ASEAN Food Security and Climate Change.	Technology Assessment  Technology Transfer  Technology Verification  Rule Enforcement  Rule Formulation  Policy Development	3 Days (24 Hrs.)		35	Randy I. Abella Kenneth Russel L. Tanaval Kathlyn Mae A. Tejano Divina D. Pagdila Leazyl V. Casauran Dyrel Lourena C. Bumocil Leo C. Rante Jannel O. Valdez Cristy V. Gabayan Norilyn I. Idica Jonard C. Mangial-Han Melissa P. Sumao-i Nasser Jhon F. Ragasa Alberto C. Casison Warlie V. Oribello Christopher R. Supang Potenciano H. Apilado Mildred M. Hicalgo Joseph R. Ramos Jerome B. Alcantara Roger T. Madriaga Manuel M. Delfin Jr. Jovanie C. Gante Elmerante A. Ginez Bryanne Marke William R. Simeon Juanito O. Maloom Dianne May A. Jose Leni M. Arclaga Gilbert A. Taguiam Elmario F. Batnag Jr. Oriando B. Arugay Renzo vien Reas Elmario Barang Jr. Jerwin Tapulao	1st week September	PSABE	35	10,000.00	350,000



Harold Quilang													
18	RECORDS MANGEMENT AND DISPOSITION TRAINING	<p>Management of records and information covers the flow of records creation, receipt, maintenance and disposition. It entails the processes of capturing and keeping evidence and information on business transaction required of organizations to ensure any access and functionality. Records Management Program is vital for any office or agency, as they offer a number of advantages akin to productivity and cost savings. In addition, a good records management system helps ensure compliance and quick access to your most-referenced files.</p> <p>The importance of records management lies on how it oversees information that has been created, received, maintained, and disposed of (regardless of the document's format). In this regard, records management supervises records throughout their lifecycle, including compliance with set retention procedures govern by the National Archives of the Philippines. Ultimately, leveraging records management is the best way to guarantee records with historical, fiscal, and legal impact are accurately identified and preserved, and that non-essential records are discarded as often as is required by established guidelines.</p>	<p>This seminar workshop is designed to provide government personnel with the knowledge and skills needed in implementing required standard policies on records disposition. The training will involve lectures, workshops, and open forum discussions.</p> <p>Specifically, by the end of this training course, the participants shall be able to effective Records Management, Archival and Records Security Administration, and will be:</p> <ul style="list-style-type: none"><li>• familiarize with Republic Act (RA) 9470 or the National Archives of the Philippines of 2007;</li><li>• appreciate the need to learning effectively;</li><li>• discuss Records Cycle in relation to identification, archiving, retrieval, disposition and records security;</li><li>• assess their own skills for effective records management and to address the competency gaps;</li><li>• handle various types of Records Administration and Security; and</li><li>• practice effective Records Management skills.</li></ul>	Records Management to include Records Keeoing and Disposition  Database Management	3 DAYS (24 HRS)	Records Custodian	50 36	Zenaida T. Arrojo Gerald C. Guzman Michelle P. Nacpil Hazel Anne Inguillo John James B. Cañosa Ma. Kassandra M. Leofando Ramon R. Muncal Kriscia Mae M. Vidal Melanie R. Parel Perla V. Labayan Leah C. Fiesta Kathlyn Mae A. Tezano Jeremy Ann E. Feria Carmelita V. Albano Merlene V. Sansano Maylene B. Afos Deevid John Rhayze B. Briosos Patricia Lourdes F. Cortez Elaine A. Tinio Zenaida P. Tabije Hector A. Tabije Sharwin D. Abad Immanuel A. Raffanan Erwin B. Venus Orlando O. Galdones Restie V. Peralta Alona A. Manganaan Jornel Paolo B. Balaoro Alberto C. Casison Aryann Pamela G. Sangil Magdalena N. Mamuyac Ann Desiree N. Gacayan Josefa P. Corrao Maricar M. De Leon Leah M. Ramones Kenneth Duguiles	NAP	50	5,000.00	250,000	
							14	(new hires for records custodian)					
19	RECORD CONTROL AND DOCUMENTATION ISO 9001:2015	<p>Every action within an organization is driven by the flow of information and the ability to control this information will make a difference between success and failure. Documents control and Records Management, making sure that only approved, current documentation is used throughout the organization, is still the most critical quality assurance practice. The document management process consists of document creation, document control and records management. Both document and records management processes and systems bring value to the organization. Document management helps to ensure accountability for the process of document creation; records management helps to ensure accountability for managing records that are needed to conduct the business of the organization. ISO 9001:2015 requires</p>	<p>To provide an understanding of the proper interpretation of a Document Control System suitable to your Quality Management System.</p> <p>To be able to develop an Effective and Efficient Document Control System to the company's size, culture, complexity and needs.</p> <p>To enable companies to classify files to meet their objectives.</p> <p>To provide guidance on how to maintain proper files control to keep track of files</p>	Records Management to include Records Keeoing and Disposition  Database Management	3 DAYS (24 HRS)	Records Custodian	50 38	Zenaida T. Arrojo Michelle P. Nacpil Gerald C. Guzman Hazel Anne Inguillo John James B. Cañosa Ma. Kassandra M. Leofando Ramon R. Muncal Kriscia Mae M. Vidal Melanie R. Parel Perla V. Labayan Leah C. Fiesta Kathlyn Mae A. Tezano Jeremy Ann E. Feria Carmelita V. Albano Merlene V. Sansano	DAP	36	5,000.00	180,000	

		<p>that organizations control the documents required by the quality management system. Records are a special type of document and must be controlled as required by clause 7.5.</p> <p>Organizations must establish a documented procedure to: Approve documents for adequacy prior to issue Review, update as necessary, and re-approve documents Identify the changes and current document revision status Make relevant documents available at points of use Ensure the documents remain legible and readily identifiable Identify external documents and control their distribution Prevent obsolete documents from unintended use Apply suitable identification if obsolete documents are retained</p>					14	Maylene B. Afos Deivid John Rhayze B. Briosos Patricia Lourdes F. Cortez Elaine A. Tinio Zenaida P. Tabije Hector A. Tabije Sharwin D. Abad Immanuel A. Rafanan Erwin B. Venus Orlando O. Galdones Restie V. Peralta Alona A. Manganaan Jornel Paolo B. Balacro Alberto C. Casison Aryann Pamela G. Sangil Magdalena N. Mamuyac Ann Desiree N. Gacayan Josefa P. Corneo Maricar M. De Leon Leah M. Ramones (new members of RC)					
20	<b>DRIVERS ENHANCEMENT SKILLS</b>	This program is designed for individuals who wants to Re-learn driving with Safety Techniques as focal point. Participants undergo various dangerous situations in a safe and controlled environment in order to further enrich working knowledge and experience. These courses are designed to equip "fleet" drivers with essential yet practical techniques on efficiency driving and proper risk management while on the road.	Ensuring that novice/seasoned drivers are trained to recognize risk and potential consequences in order to make reduced-risk choices and ensuring that novice/seasoned drivers will use occupant protection as a crash counter measure. These will help organizations address the impact of high fleet management cost to business in terms of improving cost efficiency and work productivity through driver education.	Vehicle Maintenance and Safety	2 DAYS (16 HRS)	Drivers	22 14 8	Abraham C. Dela Pena Eduardo D. Enriquez Arman M. Valdez Mark Louie I. Silario Anthony B. Baytan George S. Cabiles Omer D. Casanova Jayson Darwin T. Leones Edgardo C. Guia Randy V. Ramos Roberto P. Abella Jr. Wilmer G. Tamayo Joemarie L. Gela Alvin N. Gacayan  (JO Drivers)	A1	22	6,000.00	132,000	
21	<b>TRAINING ON R A 6713 CODE OF CONDUCT FOR ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES.</b>	An Act establishing a code of conduct and ethical standards for public officials and employees, to uphold the time-honored principle of public office being a public trust, granting incentives and rewards for exemplary service, enumerating prohibited acts and transaction and providing penalties for violations thereof and for other purposes.	Learn and value the following Salient points of RA 6713 Firstly, commitment to the public interest; Secondly, Professionalism; Third, Justness and sincerity; Fourth, Political neutrality; Fifth, Responsiveness to the public; Sixth, Nationalism and patriotism; Seventh, Commitment to democracy; and, Most important of all, Simple living.	Integrity  Commitment to Social Development  Service Excellence  Personal Effectiveness  Interpersonal Relations	2 DAYS (16 HRS)	all employees	353	all incumbents	CSC	353	4,000.00	1,412,000	
21	<b>VALUES ORIENTATION PROGRAM</b>	The Values Orientation program is a 2-day program intended for NTA employees, particularly the new hires. The program will focus on the NTA core values, NTA competencies and public service code of ethics.	The Values Orientation Workshop is adopted as a continuing intervention program by the CSC designed to inculcate appropriate norms and conduct becoming of government employees. Through various lectures and group discussions and activities, this year's VOW proved to be successful for NTA employees were able to learn the traits and behaviors public servants must	Integrity  Commitment to Social Development  Service Excellence  Personal Effectiveness	2 DAYS (16 HRS)	all employees	353	all incumbents	CSC	353	4,000.00	1,412,000	

			possess as well as internalize what it truly means to serve for the people and be a "Lingkod Bayani".	Interpersonal Relations									
22	AUDITORS TRAININGS/SEMINARS AND CONVENTIONS	Updates on new strategies regarding accounting , budget, procurement, risk management, disposal and other related administrative functions	To ensure that all internal audit works in the governemnt agencies be conducted in conformity with the standard of internal audit profession and in line with the commitment to assist governemnt employees to become more responsive public servants.	Internal Audit planning & Strategy  Intrnal Audit Management and Delivery  Audit Report Writing  Government & Financial Environment	2 DAYS (16 HRS)	Auditors	6	Dinah E. Pichay  Resty C. Cambe  Rosalie P. Catura Kriscia Mae M. Vidal  Rochelle C. De Peralta Marissa J. Alvero	AGIA	6	8,000.00	48,000	
23	ACCOUNTANTS TRAININGS/SEMINARS AND CONVENTIONS	This seminar aims to integrate the different COA audit services such as Financial and Compliance Audit, Agency-based Value-for-Money Audit, Government-wide and Sectoral Performance Audit and Fraud Audit into a common results-based audit approach. Lecture and case analysis/exercise shall be employed in the conduct of the seminar.	This course is designed for NTA Accountants to have adequate knowledge of the new government accounting system.	Asset Management  Government & Financial Environment	2 DAYS (16 HRS)	Accountants	10	Milagros C. Tiu  Resty C. Cambe Valentino L. Valdez Marielle Cristy B. Beloy Jannalite T. Esquiedo Adonis B. Yangat Chryzi Hireze Marie P. Estacio Lorelie B. Figarola Mona Krissel C. Garrido Angelica A. Ragasa	COA DBM	10	8,000.00	80,000	
24	PLANNING AND MONITORING OFFICERS ENHANCEMENT	The seminar is an extensive course that will give participants the practical skills to assess, manage and mitigate risks throughout the life cycle of the project to win and deliver successfully. Through realistic case studies and practical exercises this highly interactive workshop will enhance planning and project risk management skills.	The participants will understand quantitative risk analysis methodologies and common source of risk in major projects, obtain advance knowledge of qualification of project estimates, uncertainties, schedules, allowances and their confidence level and lastly participants will know how to assess certainty for having a competitive bid and successful project delivery.	Planning & Programming  Planning & Organizing at Work  Policy Development  Project Review and Evaluation  Program & Project Management  Project Monitoring	2 DAYS (16 HRS)	Planning Officers	10	Fortuna C. Benosa  Neyo E. Valdez Teresita D. Dela Rosa Claire Monette P. Esteban  Ma. Mercedes M. Ayco Prescilla Nisperos  John James Canosa Chareeze I. Tanaval Prescilla Nisperos Evangeline C. Cabiligan	ATI	10	6,000.00	60,000	
25	STRATEGIC PERFORMANCE MANAGEMENT	The Strategic Performance Management System (SPMS) is a mechanism that links employee performance with organizational performance to enhance the performance orientation of the compensation system. It ensures that the employee achieves the objectives set by the organization and the organization, on the other hand, achieves the objectives that it has set as its strategic plan.  The SPMS Objectives are: (a) to concretize	Participants be able to internalized performance objectives and accomplishments.	Managing Performance and Coaching Results  Creating and Nurturing a High Performing Organization  Performance Management	2 DAYS (16 HRS)	all employees	353	all incumbents	CSC	353	6,000.00	2,118,000	

		the linkage of organizational performance with the Philippine Development Plan, Agency Strategic Plan, and Organizational Performance Indicator Framework OPIF; (b) to ensure organizational and individual effectiveness by cascading institutional accountabilities to the various levels of the organization; and (c) to link performance management with other HR systems. More importantly, the SPMS complements the Results-Based Performance Management System that is implemented by the Office of the President and that links organizational performance to societal goals. It is also linked to the Performance-Based Incentive System (PBIS) that consists of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB).											
26	SURVIVING RETIREMENT	Surviving Retirement workshop is designed to provide retirees with the necessary midset. Skills and planning framework to successfully transition from paid employee to a lifetime career. This include employment business, health, and wellness, family, spiritual formation, investments and government benefits and other issues which will effect the new situation of the retiree upon retirement.	To prepare retirees to cope up in their new situation after their employment and provide knowledge and skills regarding business opportunities options investments, health and wellness and spiritual development.	Leading Change Compensation , Benefits and Welfare	1 DAY (8 HRS)	Mandatory (65 y/o)	32 7	Eulalia Ele  Rosario D. Parel Perpetuo C. Dalloran Orlando O. Galdones Marcelino C. Ancheta Lagrimas B. Beltran Josefa P. Correo		HURIS GSIS	32	6,000.00	192,000
						Compulsory or 63 and above	25						

PREPARED BY :

MICHELLE P. MACPIL  
HRMO I  
Administrative Services Division  
Administrative Department

CONFORME :

ZENALFA T. ARBOJO  
DEPARTMENT MANAGER III  
Administrative Department