HUMAN RESOURCES DEPARTMENT
TRAINING AND DEVELOPMENT DIVISION
2017 ACCOMPLISHMENT

	PROGRAM TITLE	No. of Session		DATE	VENUE
		Target	Actual		
1	Gov't. Procurement Education	2	4	Jan. 5 - SPUG	Minuyan
				Feb 15 - TWG	H.O.
				Aug. 3 - SPUG VOD	Cebu
				Nov. 9 - BAC & TWG	H.O.
2	RAMP Indoctrination	30	31	Mar 3 -Committee	H.O.
				April 11 - Finance (AM)	H.O.
				April 11 - Finance (PM)	H.O.
				Apr. 19,21,26 & May 4 - CAG	H.O -ISTD
				April 25-26 - MinGen	Iligan
				April 26-27 - MinGen	Iligan
				May 2-5 - DMD	Bataan
				May 8-9 - OLC	H.O. - OLC
				May 9-11 - SPUG MOD	Davao
				May 9-12 - WMD	Iligan
				May 22-23 - MinGen	Iligan
				May 23-25 - MinGen	Iligan
				May 24-25 - MinGen	Iligan
				May 29-30 - MinGen	Iligan
				May 31-Jun 1 - MinGen	Iligan
				June 5-6 - MinGen	Iligan
				June 7-8 - MinGen	Iligan
				June 23 - Managers	H.O.
				July 4-7 - SPUG	Bataan
				July 5-7 - Finance	H.O -ISTD
				July 18-21 - SPUG	Bataan
				July 19-21 - Admin.	Bataan
				July 24-25 - MinGen	Iligan
				July 26-27 - MinGen	Iligan
				Aug. 2-4 - Admin & OCS	Bataan
				Aug. 3-4 - Logistics	H.O.
				Aug. 7-8 - MinGen	Iligan
				Aug. 9-10 - MinGen	Iligan
				Aug. 22-23 - CAG	H.O -ISTD
				Aug. 24-25 - CAG	H.O -ISTD
				Sept. 15 - RMS	H.O.
3	Basic PCO Course	1	1	Sept. 11-15 - PCO	Bataan
4	Emergency Preparedness & Basic Life Support	1	1	May 15-18 - CRT	Bataan
5	*Effective Writing Skills Seminar*	3	3	May 16-18 - SPUG VOD	Cebu
				May 23-25 - ALL	H.O.
				June 14-16 - ALL	H.O.

TRAINING DEVELOPMENT PROGRAM

	PROGRAM TITLE	No. of Session		DATE	VENUE
		Target	Actual		
6	*IT Proficiency (Intermediate Excel)*	3	4	April 18,20,27 & May 2 - Fin.	H.O -ISTD
				June 9 & 23 - ALL	H.O -ISTD
				Nov. 9 & 16 - ALL	H.O -ISTD
				Nov. 10 & 17 - ALL	H.O -ISTD
7	DPPOM Course (MOD SPUG - COS)	1	1	Nov. 20-24 -SPUG MOD	Davao
8	Refresher Course on Plant O/M	2	2	Sept. 18-21 - MinGen	CDO
				Sept. 25-28 - MinGen	CDO
9	IRCA Certified ISO 9001 2015 Auditor/Lead Auditor Training	2	2	July 24-28 - ALL	Bataan
				July 31-Aug. 4 - ALL	Bataan
10	Seminar Workshop on Root Cause Analysis	1	1	Aug. 3-4 - ALL	H.O.
10	Indoctrination on ISO 9001 2015	30	34	May 31-June 2 - ALL	Bataan
				Oct. 9 - OP, IAD, CorSec	NPB
				Oct. 13 - MRMD	Munti
				Oct. 13 - RMS	NPB
				Oct. 13 - GSD	H.O.
				Oct. 23 - GSD	H.O.
				Oct. 23 - RMS	NPB
				Oct. 25 - OLC	NPB
				Oct. 26 - CAG	NPB
				Oct. 27 - CAG	H.O.
				Nov. 7 - LOG	H.O.
				Nov. 8 - LOG	H.O.
				Nov. 9 - SPUG MOD	Zambo
				Nov. 10 - HRD & OPPAD	H.O.
				Nov. 10 - PES	NPB
				Nov. 15 - MinGen	Iligan
				Nov. 16 - MinGen	Iligan
				Nov. 17 - MinGen	Iligan
				Nov. 16 - PHEP IV	Bukidnon
				Nov. 17 - PHEP IV	Bukidnon
				Nov. 20 - MinGen	Iligan
				Nov. 21 - MinGen	Iligan
				Nov. 16 - SPUG MOD	Davao
				Nov. 20 - PES	NPB
				Nov. 22 - PES	Palawan
				Nov. 28 - PES	Misamis
				Nov. 29 - PES	NPB
				Nov. 29 - Finance	H.O.
				Dec. 4 - PES	H.O -ISTD
				Dec. 5 - PES	NPB
				Dec. 6 - PES	NPB
				Dec. 7 - PES	NPB
				Dec. 8 - PES	NPB
				Dec. 18 - PES	H.O.

	PROGRAM TITLE	No. of Session		DATE	VENUE
		Target	Actual		
11	Seminar-Workshop on Oracle Based Disbursement Voucher		2	Mar. 13-17 - ALL	H.O -ISTD
				Mar. 20-24 - ALL	H.O -ISTD
12	Training-Workshop on Document Tracking System		2	Mar. 28 - 29 - ROs	H.O.
				June 8 - ROs	H.O.
13	Seminar/Training on Diesel GenSet Operation & Maintenance		1	Feb. 10 - PES	H.O.
14	Seminar-Workshop on Corrective & Preventive Action Report		1	Feb. 17 - ALL	H.O.
15	Seminar Workshop on the Development of Functional/Technical Competencies	5	6	Sept. 7-8 - ALL	H.O.
				Sept. 18-19 - MinGen	CDO
				Sept. 18-20 - ALL	Bataan
				Sept. 20-22 - ALL	Bataan
				Sept. 26-27	H.O.
				Oct. 3-4	H.O -ISTD
16	Assessor's Training & Competency Assessment Workshop	6	9	Nov. 28 - ALL	H.O -ISTD
				Dec. 5 - MinGen	Iligan
				Dec. 6 - MinGen	Iligan
				Dec. 11 - AFG	H.O -ISTD
				Dec. 14 - SPUG VOD	H.O -ISTD
				Dec. 14 - SPUG MOD	H.O.
				Dec. 18 - PES	H.O -ISTD
				Dec. 19 - IAD, OLC, RMS	H.O -ISTD
				Dec. 27 - SPUG LOD	H.O -ISTD
17	Management Conference	1		Nov. 22 - 24 - ALL	Bataan
	TOTAL	88	105		

Prepared by:

Ma. Nenita A. Encarnacion
HR Analyst A

Reviewed by:

Hermes Anecito A. Migriño
Training Specialist A

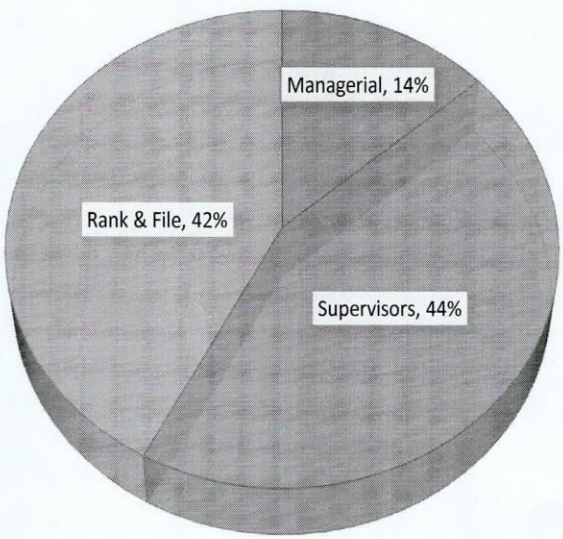
Noted by:

Cesar C. Fernando Jr.
Manager, TDD

HUMAN RESOURCES DEPARTMENT
TRAINING AND DEVELOPMENT DIVISION
2017 ACCOMPLISHMENT

Program Title	Total	Managerial	Supervisors	Rank & File
1. Government Procurement Education	236	56	132	48
2. S/T on Diesel Generating Set O/M	22	0	0	22
3. S/W on Corrective/Preventive Action Report	59	0	59	0
4. S/W on Oracle-Based DVS	56	3	27	26
5. RAMP Indoctrination	800	80	334	386
6. T/W on Document Tracking System	10	0	6	4
7. Seminar/Workshop on Intermediate Excel	47	3	28	16
8. Fire Safety Seminar	23	0	8	15
9. S/W on Effective Business Writing	92	4	37	51
10. Indoctrination on ISO 9001:2015	1031	84	414	533
11. T/W on Document Tracking System	10	0	5	5
12. Seminar/Workshop on Root Cause Analysis	17	1	15	1
13. S/W on the Development of Functional/ Technical Competencies	126	48	78	0
14. Basic Training Course for PCO	44	0	15	29
15. Refresher Course on Hydroelectric Plant	32	1	8	23
16. S/W on the Dev. of Functional/Techl. Competencies	116	55	50	11
17. Assessor's Training & Competency Assessment Workshop	73	51	22	0
18. Diesel Power Plant Operation & Maintenance Course	26	0	0	26
TOTAL	**2820**	**386**	**1238**	**1196**

TRAINING PROGRAMS



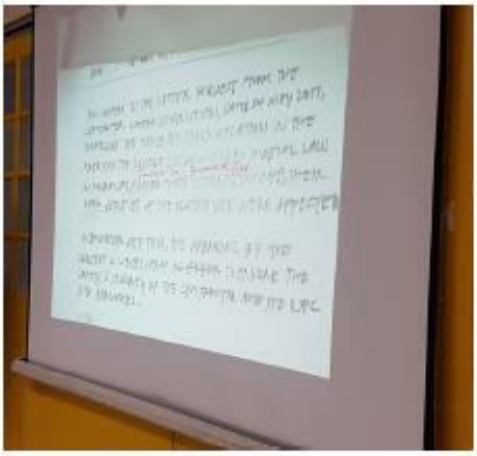
	No. of Participants (Actual)			
	Managerial	**Supervisory**	**Rank and File**	**TOTAL**
1st Quarter	35	160	83	278
2nd Quarter	79	312	329	720
3rd Quarter	72	289	210	571
4th Quarter	200	477	574	1251
TOTAL	386	1238	1196	2820

IRCA CERTIFIED ISO 9001:2015 AUDITOR/LEAD AUDITOR TRAINING

ASSESSOR'S TRAINING AND COMPETENCY ASSESSMENT WORKSHOP

INDOCTRINATION ON ISO 9001:2015

EFFECTIVE BUSINESS WRITING AND COMMUNICATION SEMINAR—WORKSHOP



FREEDOM OF INFORMATION SEMINAR