



**TRAINING ACCOMPLISHMENT REPORT**  
For January - June 2020

TITLE OF TRAINING	DATE OF TRAINING	ACTUAL NO. OF ATTENDEES	ACTUAL COST	REMARKS / HIGHLIGHTS
<b>CORE AND ORGANIZATIONAL COMPETENCY</b>				
1. Regulatory Impact Assessment	March 2020	4		Postponed due to Lockdown. Awaiting advisory from ARTA Commission
2. ISO 9001:2015 Awareness	March 6, 2020	7	17,500.00	Done
3. BOSH	February 17-21, 2020	3	Free	Done
4. RA 9184	March 16-17, 2020	42	80,000.00	Postponed due to Lockdown. Awaiting advisory from GPPB.
5. SSS Re-orientation	March 18, 2020	53	40,000.00	Postponed due to Lockdown (Cancelled).
<b>LEADERSHIP COMPETENCY</b>				
1. Management and Leadership				
a. Managerial Leadership		2		Awaiting advisory from HURIS.
b. Total Quality Management	May 14-15, 2020	1	13,100.00	Postponed due to Lockdown. Awaiting advisory from SGS.
c. Conflict Resolution And Solving Employee Performance Issues Thru Mediation	July 23-24, 2020	1	16,240.00	Postponed due to lockdown. Awaiting advisory from HURIS.
2. Supervisory Development Course Track 1:				
a. Regional Extension Unit 1	February 18-21, 2020	1	6,000.00	Done
	April 27-30, 2020	1	6,000.00	
f. Regional Extension Unit 3	July 28-30, 2020	1	6,000.00	
	April 1-2, 2020	1	4,000.00	
b. Regional Extension Unit 4-A	August 26-27, 2020	1	4,000.00	
c. Regional Extension Unit 5	May 19-20, 2020	1	5,000.00	
e. Regional Extension Unit 7	May 18-22, 2020	2	20,000.00	Postponed due to Lockdown. Awaiting advisory from CSC-NCR
f. Regional Extension Unit 9	May 18-21, 2020	1	10,000.00	
d. Regional Extension Unit 11	April 20-24, 2020	1	10,000.00	
	June 1-5, 2020	1	10,000.00	
	May 25-28, 2020	5	60,000.00	
3. Supervisory Development Course Track 2	September 8-11	6	72,000.00	
<b>TECHNICAL COMPETENCIES</b>				
<b>OFFICE OF THE EXEC. DIRECTOR</b>				
1. Competency Training for the officers and staff of the Office of the Exec. Director:				Awaiting advisory from training institution
	March 18-19, 2020	1	Free	Postponed due to Lockdown. Awaiting advisory from GCG.
2. GOCC Cybersecurity Policy Development Workshop/Writeshop				
<b>APPEALS DIVISION</b>				
				Cancelled
1. MCLE				
2. Legal Training: Administrative Justice	February 12-14, 2020	1	9,000.00	Postponed due to Lockdown. Awaiting advisory from CSC-NCR
3. Stand Out; Branding with Impact	May 25-28, 2020	1	5,600.00	Done





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<b>WORK CONTINGENCY PREVENTION AND REHABILITATION DIVISION</b>				
1 PCOM and OHNAP:				
a. Regional Extension Unit 3 - OHNAP	February 3-8, 2020	1	9,500.00	Done
b. Regional Extension Unit 4 - OHNAP	April 13-18, 2020	1	9,000.00	Postponed due to lockdown. Awaiting advisory from OHNAP
c. Regional Extension Unit 7 - OHNAP	April 20-25, 2020	1	9,500.00	
d. Training for PCOM	March 26-28, 2020	2	10,000.00	Postponed due to lockdown. Awaiting advisory from PCOM.
2 Competency training for Work Contingency Prevention and Rehab Officers and Staff				
a. Consultative Meeting on the Development of Guidelines on Health Education	February 27, 2020	1	Free	Done
b. Livelihood Development	March 20, 23-24, 2020	21	Free	Postponed due to lockdown. Awaiting advisory from PTTC.
c. Physical Rehabilitation	March 19, 2020	14	40,000.00	Postponed due to lockdown (Cancelled)
d. Policy Formulation and Analysis (Basic Policy Process)	April 20-24, 2020	1	13,000.00	Postponed due to lockdown. Awaiting advisory from UP-CEPED
e. Addressing Sexual Orientation, Gender Identity and Expression Issues in the Workplace	June 25-26, 2020	3	2,518.20	Done
<b>INFORMATION &amp; PUBLIC ASSISTANCE DIVISION</b>				
1 Visual Effects & Motion Graphics With ADOBE After Effects	February 20-22, 2020	1	10,950.00	Done
2 Digital Marketing	May 25-26, 2020	20	58,800.00	Done
3 Personal Branding	May 25, 27 & 29, 2020	20	58,800.00	Done
4. Addressing Sexual Orientation, Gender Identity and Expression Issues in the Workplace	June 25-26, 2020	1	839.40	Done
<b>POLICY, PROGRAMS &amp; SYSTEMS MGT DIVISION</b>				
1 Budget FOR A on FY 2021 Budget Preparation	January 15, 2020	1	Free	Done
2. GAD Accomplishment Report Writing	February 13-14, 2020	2	14,000.00	Postponed due to Lockdown. Awaiting advisory from FAME.
3. QMS ISO 27001:2013 Standard on Information Security Management System	March 25-26, 2020	2	12,000.00	Postponed due to Lockdown. Awaiting advisory from Rosehall
4 GOCC Cybersecurity Policy Development Workshop/Writeshop	March 18-19, 2020	2	Free	Postponed due to Lockdown. Awaiting advisory from GCG.
5 Project Development And Management	March 11-15, 2020	1	13,000.00	Postponed due to lockdown. Awaiting advisory from UP-CEPED
6. Addressing Sexual Orientation, Gender Identity and Expression Issues in the Workplace	June 25-26, 2020	1	839.40	Done
7. Stand Out; Branding with Impact	May 25-28, 2020	1	5,600.00	Done



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For January - June 2020

TITLE OF TRAINING	DATE OF TRAINING	ACTUAL NO. OF ATTENDEES	ACTUAL COST	REMARKS / HIGHLIGHTS
<b>FINANCE DIVISION</b>				
				Awaiting advisory from the training institution
1. AGAP / GACPA	January 14, 2020	1	Free	Done
2. Budget For a' on 2021 Budget Preparation	March 11-14, 2020	2	16,000.00	Done
3. PAGBA Quarterly Seminar				
<b>ADMIN DIVISION</b>				
<b>HR</b>				
1. Leave Administration Course for Effectiveness (LACE)	July 22-23, 2020	1	6,200.00	Postponed due to lockdown. Awaiting advisory from CSC
2. Employee Relations				Awaiting advisory from CSC
3. Workplace Learning and Development				
4. Effective Human Resource Planning Techniques and Strategies in Response to COVID-19	June 26-27, 2020	1	2,097.40	Done
<b>Supply and Property</b>				
1. RA 9184	January 14, 2020	1	Free	Done
2. Budget For a on Procurement Preparation				
3. Preparation of the Project Procurement Management Plan (PPMP) and the Annual Procurement Plan (APP) Concepts, Principles and Techniques	February 26-28, 2020	1	6,000.00	Done
4. Appraisal and Disposal of Government Properties				Awaiting advisory from COA
<b>Records</b>				
1. Competency training for Records staff.				Awaiting advisory from training institution
<b>Building Administration</b>				
1. CCTV Configuration, Maintenance and Repair	May 16 - 30, 2020	1	6,500.00	Postponed due to lockdown. Awaiting advisory from MFI.

Prepared by:

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Chief, Admin Division

Approved by:

*Stella Pagan-Banawis*  
STELLA PAGAN-BANAWIS  
Executive Director

June 26, 2020



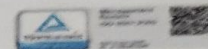


Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT

**EMPLOYEES' COMPENSATION COMMISSION**

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FORM 2

**TRAINING ACCOMPLISHMENT REPORT**  
For the period July - December 2020

TITLE OF TRAINING	DATE OF TRAINING	ACTUAL NO. OF ATTENDEES	ACTUAL COST	REMARKS/HIGHLIGHTS
<b>CORE AND ORGANIZATIONAL COMPETENCY</b>				
1 Regulatory Impact Assessment	March 2020	4	-	Postponed due to lockdown. Awaiting advisory form ARTA Commission
2 ISO 9001:2015 Awareness	March 6, 2020; October 22, 2020	14	48,860.00	Done
3 BOSH	Feb. 17-21, 2020; Oct. 20-21, 2020	4	Free	Done
4 RA 9184	October 12, 2020		22,320.00	Done
5 SSS Re-orientation	March 18, 2020	53	-	Postponed due to lockdown (cancelled).
6 Ensuring Wellbeing Amidst COVID 19 (Mental Health Seminar)	July 15, 2020	62	12,000.00	Done
Simplified Internal Audit using ISO 9001:2015 Based on ISO 729000:2018	July 28-29, 2020	3	13,440.00	Done
8 Telephone Skills	September 23, 2020	77	53,645.00	Done
9 Critical Thinking and Problem Solving	October 15-16, 2020	6	31,360.00	Done
<b>LEADERSHIP COMPETENCY</b>				
1 Management and Leadership				
a. How to Manage and Develop Remote Teams	September 18, 2020	7	6,264.16	Done
b. Total Quality Management	May 14-15, 2020	1	-	Postponed due to lockdown. Awaiting advisory from SGS.
c. Conflict Resolution And Solving Employee Performance Issues Thru Mediation	July 23-24, 2020	1	-	Postponed due to lockdown. Awaiting advisory from HURIS.
2 Supervisory Development Course Track 1				
a. Regional Extension Unit 1	February 18-21, 2020	1	6,000.00	Done
	April 27-30, 2020	1	-	Postponed due to lockdown. Awaiting advisory from CSC-NCR.
b. Regional Extension Unit 3	July 28-30, 2020	1	-	
c. Regional Extension Unit 4-A	April 1-2, 2020	1	-	
	August 26-27, 2020	1	-	
d. Regional Extension Unit 5	May 19-20, 2020	1	-	
e. Regional Extension Unit 7	May 18-22, 2020	2	-	
f. Regional Extension Unit 9	May 18-21, 2020	1	-	
g. Regional Extension Unit 11	April 20-24, 2020	1	-	
	June 1-5, 2020	1	-	
3 Supervisory Development course Track 2	May 25-26, 2020	5	-	
	September 8-11, 2020	6	-	



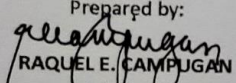
TITLE OF TRAINING	DATE OF TRAINING	ACTUAL NO. OF ATTENDEES	ACTUAL COST	REMARKS/HIGHLIGHTS
<b>TECHNICAL COMPETENCIES</b>				
<b>OFFICE OF THE EXECUTIVE DIRECTOR</b>				
<i>Competency Training for the officers and staff of OED, ODED, IAU:</i>			-	
1 GOCC Cybersecurity Policy Development Workshop/Writeshop	March 18-19, 2020	1	Free	Postponed due to lockdown. Awaiting advisory from GCG.
2 6th Forum of Heads of Internal Audit Service/Office in the Public Sector	August 28, 2020	1	Free	Done
<b>APPEALS DIVISION</b>				
<i>Competency training for Appeals personnel:</i>				
1 MCLE	February 12-14, 2020	1	-	Re-scheduled but postponed due to lockdown. Cancelled.
2 Legal Training: Administrative Justice	February 12-14, 2020	1	-	Re-scheduled but postponed due to lockdown. Cancelled.
3 Personal Branding	May 25, 27 & 29, 2020	1	5,600.00	Done
4 Analyzing Gender Issue Smarter: Familiarizing HGDC & GMEF Tools	August 27-28, 2020	1	1,099.00	Done
<b>WORK CONTINGENCY PREVENTION AND REHABILITATION DIVISION</b>				
<i>Competency training for WCPRD personnel:</i>				
1 PCOM and OHNAP:				
a. Regional Extension Unit 3 - OHNAP	February 3-4, 2020	1	9,500.00	Done
b. Regional Extension Unit 4 - OHNAP	April 13-18, 2020	1	-	Postponed due to lockdown
c. Regional Extension Unit 7 - OHNAP	April 20-25, 2020	1	-	
d. Training for PCOM	March 26-28, 2020	2	-	
2 Consultative Meeting on the Development of Guidelines on Health Education	February 27, 2020	1	Free	Done
3 Livelihood Development	March 20, 23-24, 2020	23	-	postponed due to lockdown (cancelled)
4 Physical Rehabilitation				Done
a. Pre-testing and Kick-off Meeting on Rehabilitation	November 27, 2020	5	Free	
5 Policy Formulation and Analysis (Basic Policy Process)	April 20-24, 2020	1	-	postponed due to lockdown (cancelled)
6 Addressing Sexual Orientation, Gender Identity and Expression Issues in the Workplace	June 25-26, 2020	3	4,197.00	Done
7 Analyzing Gender Issue Smarter: Familiarizing HGDC & GMEF Tools	August 27-28, 2020	1	1,099.00	Done
8 Risk Identification, Assessment and Control using ISO 3001:2015	November 27, 2020	31	21,500.00	Done
<b>INFORMATION &amp; PUBLIC ASSISTANCE DIVISION</b>				
<i>Competency training for IPAD personnel:</i>				
1 Visual Effects & Motion Graphics With ADOBE After Effects	February 20-22, 2020	1	10,950.00	Done
2 Digital Marketing	May 25-26, 2020	21	58,800.00	Done
3 Personal Branding	May 25, 27 & 29, 2020	22	58,800.00	Done
4 Addressing Sexual Orientation, Gender Identity and Expression Issues in the Workplace	June 25-26, 2020	1	839.40	Done

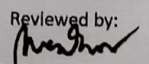


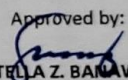
TITLE OF TRAINING	DATE OF TRAINING	ACTUAL NO. OF ATTENDEES	ACTUAL COST	REMARKS/HIGHLIGHTS
5 Analyzing Gender Issue Smarter: Familiarizing HGDG & GMEF Tools	August 27-28, 2020	1	1,099.00	Done
6 Risk Identification, Assessment and Control using ISO 3001:2015	November 27, 2020	31	21,500.00	Done
7 Evaluatting Training Effectiveness	December 2, 4 & 7, 2020	2	5,000.00	Done
<b>POLICY, PROGRAMS &amp; SYSTEMS MGT DIVISION</b>				
<i>Competency training for PPSMD personnel:</i>				
1 Budget FOR A on FY 2021 Budget Preparation	January 15, 2020	1	Free	Done
2 GAD Accomplishment Report Writing	February 13-14, 2020	2	-	Postponed due to Lockdown. Awaiting advisory from FAME.
3 QMS ISO 27001:2013 Standard on Information Security Management System	December 15-18, 2020	1	9,600.00	Done
4 GOCC Cybersecurity Policy Development Workshop/Writeshop	March 18-19, 2020	2	Free	Postponed due to Lockdown. Awaiting advisory from GCG.
5 Project Development And Management	March 11-15, 2020	1	-	Postponed due to Lockdown. Awaiting advisory from UP-CEPED.
6 Stand Out; Branding with Impact	May 25-28, 2020	1	5,600.00	Done
7 Addressing Sexual Orientation, Gender Identity and Expression Issues in the Workplace	June 25-26, 2020	1	839.00	Done
8 Gender Mainstreaming and Monitoring System	August 11, 2020	2	Free	Done
9 Analyzing Gender Issue Smarter: Familiarizing HGDG & GMEF Tools	August 27-28, 2020	1	1,099.00	Done
10 Customized Capability Training on Selected PFRS/IFRS	September 1-22, 2020	3	55,033.22	Done
11 Setting Effective Performance Measures	November 20, 2020	2	5,600.00	Done
12 Information Security Management System	DECEMBER 15-18, 2020	1	9,600.00	Done
<b>FINANCE DIVISION</b>				
<i>Competency training for FINANCE personnel:</i>				
1 AGAP/GACPA	As scheduled	-	-	Awaiting advisory from the training institution. Cancelled
2 Budget For a' on 2021 Budget Preparation	January 14, 2020	1	Free	Done
3 PAGBA Quarterly Seminar	March 11-14, 2020	2	16,000.00	Done
4 Customized Capability Training on Selected PFRS/IFRS	September 1-22, 2020	5	91,722.20	Done
<b>ADMIN DIVISION</b>				
<i>Competency training for ADMIN personnel:</i>				
<b>HR</b>				
1 Leave Administration Course for Effectiveness (LACE)	July 22-23, 2020	1	-	Postponed due to lockdown. Awaiting advisory from CSC.
2 Employee Relations	TBA	2	-	
3 Effective Human Resources Planning Techniques and Strategies in Response to COVID-19	June 26-27, 2020	1	1,998.00	Done
4 How Do HR Leaders Manage Change After COVID-19	August 20, 2020	2	Free	Done
5 Evaluatting Training Effectiveness	December 2, 4 & 7, 2020	2	5,000.00	Done
<b>Supply and Property</b>				
1 RA 9184	October 12, 2020	1	360.00	Done
2 Budget For a on Procurement Preparation	January 14, 2020	1	Free	Done



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Preparation of the Project Procurement Management Plan (PPMP)	February 26-28, 2020	1	6,000.00	Done
3 and the Annual Procurement (APP) Concepts, Principles and Techniques				
4 Appraisal and Disposal of Government Properties	TBA	1	-	Postponed due to lockdown. Awaiting advisory from COA.
5 Government Procurement Under The New Normal For Government Procurement Practitioners	July 22, 2020	1	Free	Done
<b>Records</b>				
1 Risk Identification, Assessment and Control Using 31000:2018	November 27, 2020	1	700.00	Done
<b>Building Administration</b>				
1 Risk Identification, Assessment and Control Using 31000:2018	November 27, 2020	2	1,400.00	Done
2 CCTV Configuration, Maintenance and Repair	May 16-30, 2020	1	-	Postponed due to lockdown. Awaiting advisory from MFI.

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