



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
**EMPLOYEES' COMPENSATION COMMISSION**

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**CY 2021 ANNUAL TRAINING PLAN**

TITLE OF TRAINING		BRIEF DESCRIPTION	TARGET PARTICIPANTS	DURATION AND DATE	FOCAL OFFICE	ESTIMATED COST PER DAY
<b>Core and Organizational Competencies</b>						
1.	Regulatory Impact Assessment	This is expected to improve the regulation-making process and facilitate the establishment of the regulatory management system or RMS to effectively manage the delivery of regulatory services. -	Selected officers and staff	As scheduled	HR	P2,500.00 per employee
2	QMS Updates	This course will enable the participants to establish, implement and improve a Quality Management System using ISO 9001:2015 standard and provide guidance how to do a self-assessment and analysis of gaps between current practices against the standard and determine action plans how to address the identified gaps	Risk Management Committee and Process Owners	2 days	HR	P2,500.00 per employee
3	BOSH	Basic training on occupational safety and health.	All newly hired and other employees	5 days	HR	P2,500.00 per employee

TITLE OF TRAINING		BRIEF DESCRIPTION	TARGET PARTICIPANTS	DURATION AND DATE	FOCAL OFFICE	ESTIMATED COST PER DAY
<b>Management and Leadership</b>						
1	Managerial Leadership	This program will help participants differentiate between Management and Leadership, and acknowledge the key role of managerial leadership in achieving results. They will also be able to practice the key management skills of Planning, Organizing and Control, as well as leadership skills of staffing, coaching and team building.	SG 24	2 days	HR	P2,500 per employee
2	Supervisory Development Course Tracks 1 & 2	This course serves as a 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 planning and leading a meeting. In essence, this course aims to enhance the quality of first line supervisors.	SG 18 up to 23	4 days	HR	P2,500.00 per employee
<b>Technical Competencies</b>						
<b>OED</b>						
1	Competency training for officers and staff under the Office of the Executive Director	Learning and Development topics that would enhance and/or close competency gaps of the employees.	OED, ODED, Board Secretary, IAU	Max. of 2 days	OED, ODED, Board Secretary and IAU	P2,500.00 per employee
<b>APPEALS DIVISION</b>						
1	<b>Legal Training</b>	Learning and Development topics that would enhance and/or close competency gaps of the employees.	Lawyers and staff	3 days / schedule of training institution		P2,500.00 per employee

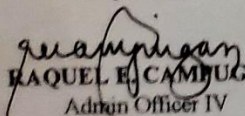


TITLE OF TRAINING		BRIEF DESCRIPTION	TARGET PARTICIPANTS	DURATION AND DATE	FOCAL OFFICE	ESTIMATED COST PER DAY
WCPRD						
1	Policy Formulation and Analysis (Basic Policy Process)	The course aims to help participants better understand the components of policy process and introduce range of tools for policy formulation and implementation.	Doctors	3 days / As scheduled by the training institution	WCPRD	P2,500.00 per employee
2	PCOM / OHNAP	Training required by Philippine Regulation Commission (PRC) that would allow them to renew their Professional license.	Doctors and Nurses	3-5 days / As scheduled by the training institution		P2,500.00 per employee
3	Competency training for Work Contingency Prevention and Rehab Officers and Staff	Learning and Development topics that would enhance and/or close competency gaps of the employees.	Doctors, nurses, social workers, admin officers and computer operators	3 days / As scheduled by the training institution		P2,500.00 per employee
IPAD						
1	Competency training for Information and Public Assistance Officers and Staff	Learning and Development topics that would enhance and/or close competency gaps of the employees.	Information Officers, PRO, Photographers, Audio Visual Tech and Computer Optr.	3 days / As scheduled by the training institution	IPAD	P2,500.00 per employee
PPSMD						
1	Competency training for Policy, Programs and Systems Management officers and staff.	Learning and Development topics that would enhance and/or close competency gaps of the employees.	IT, Project Development Officer, Planning Officer and Mgt., Audit Officer and Research	3 days / As scheduled by the training institution	PPSMD	P2,500.00 per employee
FINANCE						
1	AGAP / GACPA	Training required by Philippine Regulation Commission (PRC) that would allow them to renew their Professional license.	Accountants	3-5 days/As scheduled by the training institution	FINANCE	P2,500.00 per employee
2	Competency training for Finance Staff.	Learning and Development topics that would enhance and/or close competency gaps of the employees.	Budget Officer, Financial Analyst, Bookkeeper, Cashier	3 days / As scheduled by the training institution	FINANCE	P2,500.00 per employee

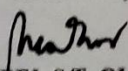


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	<b>ADMIN</b>					
	<b>HR</b>					
1	HR Professional Development Program	The participants will capacitate towards strategic HR Management.	HR Staff	3 days	HR	P2,500.00 per employee
	<b>Supply and Property</b>					
1	Appraisal and Disposal of Government Properties	The participants must be able to understand the control measures in the appraisal and disposal of government properties;	Supply Staff	3 days / As scheduled by the training institution	SUPPLY	P2,500.00 per employee
2	Course for Drivers	Course that would level up drivers' restriction code and driving skills.	Drivers	5 days / As scheduled by the training institution		P2,500.00 per employee
	<b>Records</b>					
1	Competency training for Records staff.	Topics that would enhance and/or close competency gaps of the employees.	Records officer, records assistant and clerks	3 days / As scheduled by the training institution	RECORDS	P2,500.00 per employee
	<b>Building Administration</b>					
1	Competency training for Building Administration unit.	Topics that would enhance and/or close competency gaps of the employees.	Building administrator and Electrical Inspector	3 days / As scheduled by the training institution	BUILDING	P2,500.00 per employee

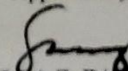
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Date Prepared:

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