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### 2022 LEARNING AND DEVELOPMENT PLAN

TITLE OF TRAINING	BRIEF DESCRIPTION OF THE COURSE	TARGET PARTICIPANT	DURATION AND DATE	FOCAL OFFICE	ESTIMATED COST PER TRAINING
<b>CORE AND ORGANIZATIONAL</b>					
Analytical Thinking	Helps employees make better-quality decisions by engaging the way they use analytical thinking to solve workplace challenges. Create more meaningful outputs by breaking down business opportunities into strategic opportunities. Improve presentation skills by delivering messages designed to persuade the audience with reason and logic.	For new hirees	1st - 4th Quarter	HR	P5,000
Planning and Delivering	<b>Public Service Values Program</b> This workshop aims to enable participants in strengthening and harnessing the core values of a Public Servant: Patriotism, Integrity, Excellence and Spirituality (PIES) especially in this time of pandemic for the enhancement of their organization's capability in pursuing strategic leadership and management.	For old and new employees	1st - 4th Quarter	HR	P5,000
Internal/External Institutional Awareness					
1. QMS Training	The 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 on how to address the identified gaps.	New Hirees	1st - 4th Quarter	HR	P5,000



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2. BOSH	A mandatory 40-hours training course prescribed under Rule 1030 of the Occupational Safety and Health Standards (OSHS). It aims to equip participants with the basic knowledge and skills on identifying safety, health, and environmental hazards, determining appropriate control measures, and developing and implementing OSH policies and programs.	New Hirees	1st - 4th Quarter	HR	P5,000
<b>MANAGEMENT AND LEADERSHIP</b>					
Management Course	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 staffing, coaching and team building.	SG 18 and up	1st - 4th Quarter	HR	P6,000
Supervisory Development Course Tracks 2 & 3	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 and up	1st - 4th Quarter	HR	P6,000
<b>TECHNICAL COMPETENCIES</b>					
<b>OED / ODED</b>					
1. Competency training for the Offices of the Exec. Director and Deputy Exec. Director Officers and Staff	Topics that would enhance and/or close competency gaps of the employees.	All employees in the division	1st - 4th Quarter	OED/ODED/ADMIN	P5,000
2. MCLE	Training required by Philippine Regulation Commission (PRC) that would allow them to renew their Professional license.	Lawyers	1st - 4th Quarter	OED / ADMIN	10,000.00
<b>APPEALS</b>					
1. Competency training for Appeals Division Officers and Staff	Topics that would enhance and/or close competency gaps of the employees.	All employees in the division	1st - 4th Quarter	APPEALS / ADMIN	P5,000
2. MCLE	Training required by Philippine Regulation Commission (PRC) that would allow them to renew their Professional license.	Lawyers	1st - 4th Quarter	APPEALS / ADMIN	10,000.00



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<b>CORE AND ORGANIZATIONAL</b>					
<b>WCPRD</b>					
PCOM / OHNAP / PASWI	Training required by Philippine Regulation Commission (PRC) that would allow them to renew their Professional license.	Doctors, Nurses and Social Workers	1st - 4th Quarter	WCPRD / ADMIN	P5,000
Competency training for Work Contingency Prevention and Rehab Officers and Staff	Topics that would enhance and/or close competency gaps of the employees.	All employees in the division	1st - 4th Quarter	WCPRD / ADMN	P5,000
<b>IPAD</b>					
Competency training for Information and Public Assistance Division Officers and Staff.	Topics that would enhance and/or close competency gaps of the employees.	All employees in the division	1st - 4th Quarter	WCPRD / ADMN	P5,000
<b>PPSMD</b>					
Competency training for Policy, Programs and Systems Management Division Officers and Staff.	Topics that would enhance and/or close competency gaps of the employees.	All employees in the division	1st - 4th Quarter	PPSMD / ADMN	P5,000
<b>FINANCE DIVISION</b>					
Competency training for Finance Division Officers and Staff.	Topics that would enhance and/or close competency gaps of the employees.	All employees in the division	1st - 4th Quarter	FINANCE / ADMIN	P5,000
GACPA	Training required by Philippine Regulation Commission (PRC) that would allow them to renew their Professional license.	Accountants	2nd - 4th Quarter	FINANCE / ADMIN	P5,000
<b>ADMIN DIVISION</b>					
<b>HR</b>					
Competency training for HR Officers and Staff.	Topics that would enhance and/or close competency gaps of the employees.	HR personnel	1st - 4th Quarter	ADMIN	P5,000
<b>SUPPLY</b>					
Property and Supply Management System	This 4-day course is designed to equip agency personnel with adequate understanding and working knowledge of the systems, processes, policies and other regulations pertaining to property and supply management. This course includes updates on RA 9184.	Supply Officer III and Buyer IV	2nd - 4th Quarter	ADMIN	P5,000
Driver's Training	Topics that would enhance and upgrade skills in driving and other	All Drivers	2nd - 4th Quarter	ADMIN	P5,000
<b>RECORDS</b>					
Competency training for Records Officers and Staff.	Topics that would enhance and/or close competency gaps of the employees.	Records Officers and staff	1st - 4th Quarter	HR - ADMIN	P5,000

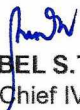
BUILDING ADMIN					
5S for Good Housekeeping	5S is a structured, systematized approach to housekeeping which is the cornerstone of any world-class manufacturing operation. It is a simple and an inexpensive system that is used to reduce work, improved productivity, quality, safety, and employee morale. As one of the most basic quality and productivity tools, 5S is a must for any organization to effectively compete in today's highly globalized market.	Building Admin Staff	1st - 4th Quarter	HR - ADMIN	P5,000
Competency training for Building Admin Staff.	Topics that would enhance and/or close competency gaps of the employees.		1st - 4th Quarter		

ate Prepared: '15 November 2021


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