



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
EMPLOYEES' COMPENSATION COMMISSION
4th & 5th Floors, ECC Building, 355 Sen. Gil J. Puyat Avenue, City of Makati



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CY 2020 ANNUAL TRAINING PLAN

TITLE OF TRAINING		BRIEF DESCRIPTION	TARGET PARTICIPANTS	DURATION AND DATE	FOCAL OFFICE	ESTIMATED COST PER DAY
Core and Organizational Competency						
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. –	SG 15 and up	March 2020 / 4 days	HR	Max. of P2,000.00 per employee
	QMS Awareness based on 9001:2015	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.	All newly hired employees	2 days	HR	Max. of P2,000.00 per employee
3	BOSH	Basic training on occupational safety and health.	All newly hired	5 days / CY 2020	HR	Max. of P1,000.00 per
Management and Leadership						
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	Max. of P7,500.00 per employee
2	Supervisory Development Course Track 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 CY 2020	HR	Max. of P3,000.00 per employee

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Technical Competency						
OED						
	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.	Learning and Development topics that would enhance and/or close competency gaps	Deputy Executive Director, Board Secretary, Secretary and Computer Optr.	OED, ODED, Board Secretary and IAU	Max. of P5,000.00
APPEALS DIVISION						
	MCLE	Training required by Philippine Regulation Commission (PRC) that would allow them to renew their Professional license.	Lawyers	5-7 days	APPEALS	Max. of P3,000.00 per employee
	Legal Training	Learning and Development topics that would enhance and/or close competency gaps of the employees.	Lawyers and staff	3 days / schedule of training institution		P3,000.00 per employee
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	Doctors	3 days / schedule of training institution	WCRPD	P3,000.00 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 for CY 2020	WCPRD	P3,000.00 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 / schedule of training institution		P3,000.00 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 / schedule of 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 / schedule of 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.	Doctors and Nurses	3-5 days for CY 2020	FINANCE	P2,500.00 per employee


TITLE OF TRAINING		BRIEF DESCRIPTION	TARGET PARTICIPANTS	DURATION AND DATE	FOCAL OFFICE	ESTIMATED COST PER DAY
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 / schedule of training institution	FINANCE	Max. of P2,500.00 per employee
ADMIN						
HR						
1	Leave Administration Course for Effectiveness (LACE)	This course aims to capacitate government officials and employees on proper administration of leave benefits as well as enhance and develop accurate computation skills on the matter.	Designated Timekeeper and Leave Administrator	2 days	HR	P2,000.00 per employee
2	Employee Relations	Provides participants with the concepts, tools and techniques of deliberately and proactively managing relationships in the workplace. This involves maintaining employee discipline, managing conflicts, promoting wellness, fostering employee engagement and using	HR Staff	3 days		P2,500.00 per employee
3	Workplace Learning and Development	The course will provide participants with a systematic approach to managing workplace learning and enable them to prepare learning and	Admin Officer IV	3 days		P2,500.00 per employee
Supply and Property						
1	RA 9184	To ensure compliance with laws, rules and regulations on procurement;	S	2-3 days	ADMIN	P2,500.00 per employee
2	PPMP AND APP Concepts	Enables the end-user units in the effective and proper preparation of the PPMP, thereby facilitating the timely and appropriate preparation of the APP.	Supply Officer	2-3 days	ADMIN	P2,500.00 per employee
3	Appraisal and Disposal of Government Properties	The participants must be able to understand the control measures in the appraisal and disposal of government properties;	Clerk III	Max. of 5 days	ADMIN	P2,500.00 per employee
Records						
1	Competency training for Records staff.	Learning and Development topics that would enhance and/or close competency gaps of the employees.	Records officer, records assistant and clerks	3 days / schedule of training institution	ADMIN	P2,500.00 per employee
Building Administration						

TITLE OF TRAINING		BRIEF DESCRIPTION	TARGET PARTICIPANTS	DURATION AND DATE	FOCAL OFFICE	ESTIMATED COST PER DAY
2	Competency training for Building Administration unit.	Learning and Development topics that would enhance and/or close competency gaps of the employees.	Building administrator and Electrical Inspector	3 days / schedule of training institution	ADMIN	P2,500.00 per employee\

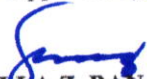
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