



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
EMPLOYEES' COMPENSATION COMMISSION
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DEPARTMENT OF LABOR AND EMPLOYMENT
OFFICE OF THE DIRECTOR
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HUMAN RESOURCE DEVELOPMENT SERVICE

FORM 2

TRAINING ACCOMPLISHMENT REPORT
For the period January - November 2021

	TITLE	ACTUAL DATE	ACTUAL NO. OF ATTENDEES	ACTUAL COST	*REMARKS / HIGHLIGHTS
	CORE AND ORGANIZATIONAL COMPETENCIES				
1	Regulatory Impact Assessment	-	-	-	Cancelled (No schedule from ARTA Commission)
2	Disaster Emergency Preparedness	February 24, 2021	54	24,225.50	
3	Fire Preparedness Webinar	March 18, 2021	45	5,100.00	
4	Urban Forestry	April 14, 2021	56	4,268.00	
5	4th National Data Privacy Awareness Week	May 27-28, 2021	1	Free	
6	QMS Updates:				
	1. QMS Auditing ISO 9001:2015	March 23-24, 2021	6	13,440.00	
	2. Building a Resilient Organization Through QMS	April 30, 2021	2	Free	
	3. How to Become Effective Document Controller	May 5, 2021	6	7,200.00	
	4. Risk Identification and Prioritization	May 19, 2021	6	10,080.00	
	5. QMS Process Orientation	July 8, 2021	30	91,200.00	
7	BOSH:				
	1. 40-Hour BOSH for Government Workers	February 15-19; Aug. 16-20; Aug. 24-25; Sept. 20-24, 2021	7	Free	
	2. Basic Occupational Safety and Health for Safety Officer 1-2021	April 13-14, 2021	1	Free	
	3. Basic Occupational Safety and Health for Safety Officer 2-2021	June 14-18, 2021	3	Free	
	4. NOSH	September 28-30, 2021	7	Free	
8	MENTAL HEALTH and PANDEMIC Webinars				
	1. Webinar on Mental Health: Struggle is Real	September 20, 2021	42	27,740.00	
	2. Urban Gardening 101: Tips for Plantitos and Plantitas	September 13, 2021	32	2,550.00	
	3. Meat Processing and Pandemic Recipes	September 14, 2021	35	5,978.00	
9	DRUG FREE WORKPLACE				
	1. Prohibited Drugs and How We Can Maintain A Drug Free Wo	August 18, 2021	94	18,708.00	
	MANAGEMENT AND LEADERSHIP				
1	Public Service Values in Times of Adversities	February 2,4,9,11, 16,18, 2021	2	2,800.00	
2	Public Service Values Program	April 13, 15, 20, 22, 27 & 29, 2021	1	2,800.00	
3	Supervisory Development Course Module 1: Personal Effectivene	June 10-11, 2021	1	3,200.00	
4	Supervisory Development Course Module 2: Supervision: A Cha	September 20-23, 2021	1	3,200.00	
5	Supervisory Development Course Module 3: Making a Difference	June 24-25, 2021	1	3,200.00	
6	Digital Multi-Country Conference On Public Sector Productivity	August 25, 2021	8	Free	

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TECHNICAL COMPETENCIES					
OFFICE OF THE EXECUTIVE DIRECTOR					
1	Basic Social Work Methodologies in Planning and Implementing L	March 26, 2021	16	5,677.44	
APPEALS DIVISION					
1	Introduction to Legal Writing	February 13, 2021	1	4,368.00	
WOK CONTINGENCY PREVENTION AND REHABILITATION DIVISION					
1	Basic Social Work Methodologies in Planning and Implementing L	March 26, 2021	16	5,677.44	
2	COVID 19 Strikes Back: The rise of Delta and Lambda Variants	September 8, 2021	3	Free	
3	Social Security Organization (SOCSO) Return to Work Digimos S	September 6-7, 2021	24	Free	
4	Return to Work Program in Singapore: An Overview	September 14, 2021	24	Free	
INFORMATION AND PUBLIC ASSISTANCE DIVISION					
1	Training on Designing and Delivering Online Courses	February 22-23, 2021	5	25,200.00	
2	News and Feature Writing	February 5 & 12, 2021	5	65,000.00	
3	Basic Social Work Methodologies in Planning and Implementing L	March 26, 2021	13	4,612.92	
4	Creating Content and Buidling Connections: Ensure Your Story i	March 15-16, 2021	1	5,040.00	
5	Mindfulness at Work	April 20, 2021	6	19,600.00	
6	How to Ace Your First Media Interview	June 14, 2021	3	4,050.00	
7	Facilitating Learning Through Technology	Aug. 11-27, 2021	5	19,000.00	
POLICY, PROGRAMS AND SYSTEMS MANAGEMENT DIVISION					
1	Budget FOR A on the FY 2022 Budget Preparation	January 29, 2021	2	Free	
2	OpenGovLive	January 21, 2021	1	Free	
3	SOPHOS Endpoint Basic Security Training	January 15, 2021	4	Free	
4	Basic Social Work Methodologies in Planning and Implementing L	March 26, 2021	1	354.84	
5	Strategic and Operations Planning	May 25-28, 2021	2	5,000.00	
6	The Law and IRR of the Safe Spaces Act	May 18, 2021	2	5,160.00	
7	Finance for Decision Making	September 14-15, 2021	4	22,400.00	
FINANCE					
1	Budget FOR A on the FY 2022 Budget Preparation	January 29, 2021	2	Free	
2	Latest Tax Updates and BIR Issuances	March 22, 2021	4	Free	
3	GACPA 42nd Annual National Conference and Webinar	June 24, 2021	1	Free	
4	Cash Management and Its Internal Control System	July 27-29, 2021	1	3,750.00	
ADMIN DIVISION					
HR					
1	Basic Records and Archives Management	March 22-26, 2021	2	7,800.00	
2	Recruitment, Selection Placement for HRM Level 2	March 15-29, 2021	1	5,000.00	
3	Learning and Development PRIME HRM Level 2	July 9-27, 2021	1	4,800.00	
4	HR Symposium	September 15-17, 2021	3	9,600.00	
5	Leave Administration Course for Effectiveness	October 14-15, 2021	1	2,000.00	
5	Designing and Developing Microlearning	November 3,5,9,12, 2021	1	2,800.00	
SUPPLY AND PROPERTY					
1	Basic Records and Archives Management	March 22-26, 2021	1	3,900.00	
2	Internal Control System for Property & Supply Mgt	March 29-31 & May 3-5, 2021	2	7,500.00	


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RECORDS					
1	Rollout Electronics Records Management Policy	June 22, 2021	2	Free	
BUILDING ADMINISTRATION					
1	1. Risk Identification and Prioritization	May 19, 2021	6	10,080.00	

* Remarks / highlights: Changes /inputs relative to the scheduled activity.

Prepared by:


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 Admin Officer IV

Noted by:


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Approved by:


STELLA Z. BANAWIS
 Executive Director

November 25, 2021