

2021 EMPLOYEE TRAINING AND DEVELOPMENT PROGRAMS

1st Quarter

No.	Training Program	Provider	Objective	Date	Venue	No. of Participants
1	Basic WESM Training	Independent Electricity Market Operator of the Philippines	To increase/improve the level of technical competency	18-19 February 2021	Online platform	4
2	Developing Competency Profiles and Assessment	Human Resource Innovation and Solutions, Inc.	To increase/improve the level of technical competency	17-19 March 2021	Online platform	4
3	Basic Training Course for Pollution Control Officer (PCO)	Environmental Trainings Support Services, Inc.	To increase/improve the level of technical competency	15-19 March 2021	Online platform	1
4	Environmental Seminar Course for Managing Heads	Environmental Trainings Support Services, Inc.	To increase/improve the level of technical competency	15 March 21	Online platform	1
5	Recruitment, Selection and Placement for Prime HRM Level II	Civil Service Commission	To increase/improve the level of technical competency	15,17,19,22,24,26, 29 March 2021	Online platform	1
6	Writing Effective Audit Report	Institute of Internal Auditors Philippines	To increase/improve the level of technical competency	19-20 February 2021	Online platform	1
7	Tools and Techniques for Remote Auditing: A Virtual Workshop	Institute of Internal Auditors Philippines	To increase/improve the level of technical competency	18-19 March 2021	Online platform	5

8	Internal Control System for Property and Supply Management (Appraisal and Disposal)	Association of Government Internal Auditors, Inc.	To increase/improve the level of technical competency	29-31 March 2021	Online platform	2
9	Risk Management	Association of Government Internal Auditors, Inc.	To increase/improve the level of technical competency	24-26 March 2021	Online platform	3
10	In-house Training on Strategic Performance Management System (SPMS)	PSALM Corporation	To increase/improve the level of organizational competency	05 April 2021	Online platform	29
11	Cash Management and its Internal Control System	AGIA	To increase/improve the level of technical competency	6-8 April 2021	Online platform	2
12	Problem Solving and Decision-Making	Guthrie-Jensen Training Consultants	To increase/improve the level of leadership competency	15-16 & 22-23 April 2021	Online platform	2
13	Unleashing the Strategic Leader: The Move from Operational Manager to Strategic and Innovative Leader	Guthrie-Jensen Training Consultants	To increase/improve the level of leadership competency	7-8 & 15-16 April 2021	Online platform	2
14	MCLE	Ateneo De Manila University-School of Law	To increase/improve the level of technical competency	7-8 & 14-16 April 2021	Online platform	1
15	People Handling Skills	Guthrie-Jensen Training Consultants	To increase/improve the level of leadership competency	6-7 April 2021	Online platform	1

16	Practical Financial Management	Guthrie-Jensen Training Consultants	To increase/improve the level of technical competency	22, 23, 29, 30 April 2021	Online platform	3
17	Effective Taxation and BIR Compliance	HURIS	To increase/improve the level of technical competency	02 May 2021	Online platform	1
18	Essentials of Managing Change and Employee Transition	HURIS	To increase/improve the level of leadership competency	18-21 May 2021	Online platform	1
19	Customer-Centered Debt Collection: Turning Receivables into Cash	Guthrie-Jensen Training Consultants	To increase/improve the level of technical competency	18-19 & 25-26 May 2021	Online platform	1
20	Emotional Intelligence and Leadership	Civil Service Commission	To increase/improve the level of core competency	14-28 July 2021	Online platform	2
21	Office Files and Records Management	Businessmaker Academy, Inc.	To increase/improve the level of technical competency	27 January 2021 & 05 February 2021	Ortigas, Pasig	1
22	Thinking Out of the Box: Embracing Innovative Leadership	HURIS	To increase/improve the level of leadership competency	27-30 April 2021	Online platform	1

2nd Quarter

No.	Training Program	Provider	Objective	Date	Venue	Participants
1	In-Depth Privacy Impact Assessments (PIA) and Framework Controls Workshop	YISRAEL Solutions and Training Center, Inc.	To increase/improve the level of technical competency	24-26 May 2021	Online platform	3

2	People Handling Skills	Guthrie-Jensen Global Training Consultants	To increase/improve the level of leadership competency	5-6 & 11-12 May 2021	Online platform	1
3	Customer-Centered Debt Collection: Turning Receivables into Cash	Guthrie-Jensen Global Training Consultants	To increase/improve the level of technical competency	18-19 & 25-26 May 2021	Online platform	3
4	Building and Enhancing Negotiation Skills	Personnel Officers Association of the Philippines (POAP)	To increase/improve the level of leadership competency	26-28 May 2021	Online platform	1
5	Effective Business Writing: Writing in the Digital World	Guthrie-Jensen Global Training Consultants	To increase/improve the level of organizational competency	8-9 & 15-16 June 2021	Online platform	5
6	Basic Training Course for Pollution Control Officer	Environmental Trainings Support Services, Inc. (ETSSI)	To increase/improve the level of technical competency	17-21 May 2021	Online platform	1
7	Corporate Secretary as Corporate Governance Professionals	Institute of Corporate Directors	To increase/improve the level of leadership competency	19-20 May 2021	Online platform	1
8	Public Service Values in Times of Adversities	Civil Service Commission	To increase/improve the level of core competency	13-29 July 2021	Online platform	1
9	Analytics for Business: Discovering Insights from Data	Ateneo de Manila University-Graduate School of Business	To increase/improve the level of organizational competency	May 31- June 18 2021	Online platform	1
10	Best Practices and Remedies to Avoid COA Disallowances	Center for Global Best Practices	To increase/improve the level of technical competency	17-18 June 2021	Online platform	1

11	Developing Presence, Confidence and Influence	Guthrie-Jensen Global Training Consultants	To increase/improve the level of organizational competency	17-18 & 24-25 June 2021	Online platform	3
12	Effective Performance Coaching	Guthrie-Jensen Global Training Consultants	To increase/improve the level of leadership competency	8-9 & 15-16 June 2021	Online platform	1
13	Mandatory Continuing Legal Education (MCLE)	Ateneo de Manila University-School of Law	To increase/improve the level of technical competency	June 2021- 14 April 2022	Online platform	7
14	Problem Solving and Decision making	Businessmaker Academy	To increase/improve the level of leadership competency	22-23 June 2021	Online platform	1
15	Business and Income Taxation for Non-Accountants	MPM Consulting Services	To increase/improve the level of technical competency	24-25 June 2021	Online platform	2
16	Strategic and Critical Thinking	Human Resource Innovations and Solutions	To increase/improve the level of leadership competency	15-18 June 2021	Online platform	4
17	PHILGEPS Training Phase 1	E-Blackboards Learning and Solutions, Inc. (EBLSI)	To increase/improve the level of technical competency	7-8 July 2021	Online platform	6
18	iREACH in the Workplace	Civil Service Commission	To increase/improve the level of leadership competency	10-11 August 2021	Online platform	4
19	Mastering Management: Delivering Results	Guthrie-Jensen Global Training Consultants	To increase/improve the level of leadership competency	23-25 June 2021	Online platform	1
20	42nd Government Association of Certified Public Accountants	GACPA	To increase/improve the level of technical competency	24-25 June 2021	Online platform	1

21	1st Government Internal Auditors Summit	Association of Government Internal Auditors, Inc. (AGIA)	To increase/improve the level of technical competency	1-2 July 2021	Online platform	2
22	7 Habits of Highly Effective Government Leaders	Franklin Covey Philippines	To increase/improve the level of leadership competency	28 June - 2 July 2021	Online platform	1

3rd Quarter

No.	Training Program	Provider	Objective	Date	Venue	No. of Participants
1	5-Day MBA	Guthrie-Jensen Global Training Consultants	To increase/improve the level of leadership competency	26-30 July 2021	Online platform	3
2	Problem Solving and Decision-making Techniques	Philippine Trade Training Center	To increase/improve the level of leadership competency	28-30 July 2021	Online platform	3
3	Values Critical Components of Enhanced Performance	Personnel Officers Association of the Philippines (POAP)	To increase/improve the level of core competency	28-30 July 2021	Online platform	1
4	Advance Spreadsheet for Business Reporting	Philippine Trade Training Center	To increase/improve the level of technical competency	27-28 July 2021	Online platform	1
5	Records Management: Home Edition	Philippine Records Management Association	To increase/improve the level of technical competency	24-25 August 2021	Online platform	18
6	Assertive, Oral, and Written Communication Skills	POAP	To increase/improve the level of organizational competency	22-24 September 2021	Online platform	6

7	Risk Management	AGIA	To increase/improve the level of technical competency	3-5 August 2021	Online platform	3
8	People Handling Skills	Guthrie-Jensen Global Training Consultants	To increase/improve the level of leadership competency	3-4 & 10-11 August 2021	Online platform	1
9	Conflict and Stress Management	POAP	To increase/improve the level of core competency	8-10 September 2021	Online platform	1
10	Energy Assessment, Monitoring and Evaluation	Ateneo School of Government	To increase/improve the level of technical competency	26-30 July 2021	Online platform	3
11	Executive Assistant Training	Businessmaker Academy	To increase/improve the level of technical competency	07-08 September 2021	Online platform	3
12	Certified Learning and Development Professional	CLDP Philippines	To increase/improve the level of technical competency	30-31 July 2021	Online platform	1
13	Work Ethics for Public Servants	POAP	To increase/improve the level of core competency	11-13 August 2021	Online platform	1
14	Complaint Management	Guthrie-Jensen Global Training Consultants	To increase/improve the level of organizational competency	24-26 August 2021	Online platform	1
15	Leading and Managing Change	Ateneo Center for Continuing Education	To increase/improve the level of leadership competency	6- 14 December 2021	Online platform	1
16	Tools and Techniques for Remote Auditing	Institute of Internal Auditors	To increase/improve the level of technical competency	26-27 August 2021	Online platform	3
17	5-Day MBA	Guthrie-Jensen Global Training Consultants	To increase/improve the level of leadership competency	16-20 August 2021	Online platform	1

18	The 4 Essential Roles of Leadership	Franklin Covey Philippines	To increase/improve the level of leadership competency	13-17 September 2021	Online platform	1
19	Effective Business Writing	Guthrie-Jensen Global Training Consultants	To increase/improve the level of organizational competency	14-15 & 21-22 September 2021	Online platform	1
20	Strategic Human Resource Management	Guthrie-Jensen Global Training Consultants	To increase/improve the level of technical competency	7-8 & 14-15 September 2021	Online platform	1
21	2021 Public Sector HR Symposium	Civil Service Commission	To increase/improve the level of leadership competency	15-17 September 2021	Online platform	1
22	Auditing Business Continuity Management	AGIA	To increase/improve the level of technical competency	14-17 September 2021	Online platform	1
23	Operations and Management Audit	AGIA	To increase/improve the level of technical competency	1-3 September 2021	Online platform	1
24	Effective Business Writing	Guthrie-Jensen Global Training Consultants	To increase/improve the level of organizational competency	14-15 & 21-22 September 2021	Online platform	3
25	Financial Statement Analysis	Development Center for Finance	To increase/improve the level of technical competency	11,18,25 September – 2 October 2021	Online platform	1
26	5-Day MBA	Guthrie-Jensen Global Training Consultants	To increase/improve the level of leadership competency	13-17 September 2021	Online platform	2
27	Basic Accounting and Bookkeeping for Non-Accountants	MPM Consulting Services, Inc.	To increase/improve the level of technical competency	16-17 September 2021	Online platform	3

28	Strategic Planning: Using Balance Scorecard	Development Academy of the Philippines	To increase/improve the level of technical competency	20-24 September 2021	Online platform	4
29	Basic Occupational Safety and Health of Safety Officer II	Trainovate	To increase/improve the level of technical competency	27 September – 1 October 2021	Online platform	1

4th Quarter

No.	Training Program	Provider	Objective	Date	Venue	No. of participants
1	Attaining Work - Life Flexibility	POAP	To increase/improve the level of core competency	13-14 October 2021	Online platform	1
2	Towards Effective Managerial Competencies	POAP	To increase/improve the level of leadership competency	27-29 October 2021	Online platform	1
3	Government Procurement Reform Act and its Revised IRR and Updates	AGIA	To increase/improve the level of organizational competency	13-15 October 2021	Online platform	1
4	Effective Technical Writing	HURIS	To increase/improve the level of organizational competency	18-19 November 2021	Online platform	1
5	Basic Accounting and Bookkeeping for Non- Accountants	MPM Consulting Services, Inc.	To increase/improve the level of technical competency	18-19 November 2021	Online platform	2
6	Effective Technical Writing	Business Coach, Inc.	To increase/improve the level of organizational competency	18-19 November 2021	Online platform	1
7	Power Negotiations	Guthrie-Jensen Global Training Consultants	To increase/improve the level of organizational competency	21-22 & 26-27 October 2021	Online platform	3

8	People Handling Skills	Guthrie-Jensen Global Training Consultants	To increase/improve the level of leadership competency	2-3 & 9-10 December 2021	Online platform	1
9	Effective Technical Writing	Business Coach, Inc.	To increase/improve the level of organizational competency	13 November 2021	Online platform	1
10	Leading and Managing Change	Ateneo Center for Continuing Education	To increase/improve the level of leadership competency	6-7 & 13-14 December 2021	Online platform	1
11	MCLE	ADMU-School of Law	To increase/improve the level of technical competency	June 2021 – April 2022	Online platform	4
12	Decision Effectiveness Workshop	Ateneo De Manila University Center for Continuing Legal Education	To increase/improve the level of leadership competency	18-21 October 2021	Online platform	1
13	Intro to Coaching for Performance	Ateneo De Manila University Center for Continuing Legal Education	To increase/improve the level of leadership competency	25-26 November 2021	Online platform	1
14	Effective Business Writing	Guthrie-Jensen Global Training Consultants	To increase/improve the level of organizational competency	2-3 & 9-10 December 2021	Online platform	1
15	Effective Technical Writing	HURIS	To increase/improve the level of organizational competency	18-19 November 2021	Online platform	1
16	Technical Writing Skills: Taking Your Written Outputs to the Next Level	Ateneo De Manila Center for Continuing Education	To increase/improve the level of organizational competency	6-10 December 2021	Online platform	1
17	Strategic Decision Making	HURIS	To increase/improve the level of leadership competency	9-12 November 2021	Online platform	1
18	Towards Effective Managerial Competencies	POAP	To increase/improve the level of leadership competency	27-29 October 2021	Online platform	1
19	Basic Non-Life Insurance Course	IIAP	To increase/improve the level of technical competency	8-25 November 2021	Online platform	4
20	Basic Non-Life Insurance Course	IIAP	To increase/improve the level of technical competency	4-11 October 2021	Online platform	3

21	Insurance Claims	IIAP	To increase/improve the level of technical competency	8-23 November 2021	Online platform	1
22	5-Day MBA	Guthrie-Jensen Global Training Consultants	To increase/improve the level of leadership competency	18-22 October 2021	Online platform	1
23	Powerful Presentation Skills	Guthrie-Jensen Global Training Consultants	To increase/improve the level of organizational competency	14-15 & 21-22 October 2021	Online platform	1
24	Strategic and Critical Thinking	HURIS	To increase/improve the level of leadership competency	12-15 October 2021	Online platform	1
25	Communication Assertiveness	Guthrie-Jensen Global Training Consultants	To increase/improve the level of organizational competency	5-6 & 12-13 October 2021	Online platform	1
26	GOVERNMENT PROCUREMENT REFORM ACT (R.A.9184) AND ITS REVISED IRR AND UPDATES	AGIA	To increase/improve the level of organizational competency	15-17 December 2021	Online platform	8
27	Guiding Principles on the management of Government Funds and Properties	AGIA	To increase/improve the level of technical competency	20-22 October 2021	Online platform	1
28	Accounting Skills Policies, Guidelines and Procedures for National Government Agencies	AGIA	To increase/improve the level of technical competency	3-5 November 2021	Online platform	3
29	Comprehensive Real Estate Training	CES Academy	To increase/improve the level of technical competency	28 October - 4,9,16,23 November 2021	Online platform	1
30	Problem Solving and Decision Making	Businessmaker Academy	To increase/improve the level of leadership competency	23-24 November 2021	Online platform	1
31	Communication Assertiveness	Guthrie-Jensen Global Training Consultants	To increase/improve the level of organizational competency	2-3 & 9-10 December 2021	Online platform	3
32	Mastering Management: Delivering Results	Guthrie-Jensen Global Training Consultants	To increase/improve the level of leadership competency	16-18 November 2021	Online platform	1

33	Technical Writing Skills: Taking Your Written Outputs to the Next Level	Ateneo De Manila University Center for Continuing Legal Education	To increase/improve the level of organizational competency	6-10 December 2021	Online platform	2
34	Effective Business Writing: Writing in the Digital World	Guthrie-Jensen Global Training Consultants	To increase/improve the level of organizational competency	2,3,9,10 December 2021	Online platform	5
35	Advanced People Handling Skills	Guthrie-Jensen Global Training Consultants	To increase/improve the level of leadership competency	2,3,9,10 December 2021	Online platform	1
36	Practical Excel Macro & VBA for Beginners	JTR services PH	To increase/improve the level of technical competency	27-28 November 2021	Online platform	1
37	Analytics for Business: Discovering Insights from Data	Ateneo De Manila University Center for Continuing Legal Education	To increase/improve the level of organizational competency	29 November – 17 December 2021	Online platform	1
38	MCLE	ADMU-School of Law	To increase/improve the level of technical competency	June 2021 – April 2022	Online platform	1
39	Power Negotiations	Guthrie-Jensen Global Training Consultants	To increase/improve the level of organizational competency	2,3,9,10 December 2021	Online platform	3
40	The Strengths Advantage: Discover your Greatest Talents	Ateneo De Manila University Center for Continuing Education	To increase/improve the level of leadership competency	13-16 December 2021	Online platform	3
41	Finance 101: Essentials of Financial Management	Ateneo De Manila University Center for Continuing Education	To increase/improve the level of technical competency	01, 02, 03, 09, 10, 16, 17 December 2021	Online platform	5

*Total = 114 Trainings in CY 2021