**STATUS REPORT ON LEARNING AND DEVELOPMENT INTERVENTIONS REPORT**

**January to December C.Y 2022**

| **PROJECT/PROGRAM /ACTIVITY** | **OBJECTIVES** | **DATE** | **STATUS** | **AMOUNT** | **REMARKS** |
| --- | --- | --- | --- | --- | --- |
| Nomination to Public Management Development Program (PMDP) – Senior Executive Class  (Batch 11) | To widen perspective of high-level officials and arms them with cutting edge tools to lead agile, digital, ethical and future-ready organizations towards a radiant future | January 15, 2022 | Endorsed to Development of Academy of the Philippines (DAP) |  | Atty. Noreen Bernadette S. San Luis-Lutey, Regional Director of Region IV-A was nominated to this program |
| Orientation for Newly Hired Employees and Promoted Employees of LTO | 1. Help the new employees build internal and external relationship; 2. Integrate and provide support to the new employees; 3. Communicate LTO’s vision, mission and values; 4. Ensure that the new employees will understand the processes, policies and procedures; 5. Reduce any room for misunderstanding, confusion, frustration usually brought by unstructured orientation; and 6. Build an optimistic attitude among the new employees at an early stage and consequently create a positive and productive environment. | February 7 – 8, 2022 | Conducted by LTO Central Office |  | 1. Ms. Jeany Ann D. Torres 2. Ms. Francis Regina R. Pacis 3. Mr. Andres M. Lura 4. Engr. Roberto S. Se 5. Ms. Kristine S. Callejo 6. Ms. Judy Ann A. Lumibao 7. Mr. Jan Michael S. Ibo 8. Ms. Mhariella Santos 9. Mr. Jan Ivan P. Gayeta 10. Ms. Hilda F. Jove 11. Ms. Mary Grace B. Andrada 12. Mr. Gadwin C. Gloton 13. Ms. Juliet A. Atienza 14. Ms. Krisxan Joy T. Cortuna 15. Mr. Joel V. Ybañez 16. Mr. Midel S. Timbang 17. Ms. Elvira A. Barbosa 18. Ms. Marcelina C. Hugo 19. Ms. Karen P. Dela Cruz 20. Mr. Carlo Nicholas J. Vasquez 21. Mr. Francisco D. Villarico Jr. 22. Mr. Joeven D. Perillo 23. Ms. Ella Mae S. Caberte 24. Ms. Shally T. Imson 25. Mr. Claudio B. Bonsol 26. Ms. Frances Aisha M. Peig 27. Ms. Frances Lorraine S. Azada 28. Mr. Joel C. Mallo 29. Mr. Jefferson B. Valdez 30. Mr. Reymond D. Oliveros 31. Mr. Eduardo C. De Villa 32. Mr. Allan Daniel E. Garcia 33. Ms. Micah F. Triunfo 34. Mr. Mark A. Calleja 35. Mr. Wilmar L. Briones 36. Ms. Aizen Paula Ds. Pascual 37. Mr. Keiron Jems E. Gubatan 38. Mr. John Mark P. Garcia 39. Ms. Giavanessa L. Festejo 40. Ms. Ruth B. Rosales |
| Conduct of Operations Forum (Batch 1 – 4) | 1. To address gaps and existing issues; 2. To be updated of the new policies on land transport; 3. To build camaraderie to different Chiefs of the Regions. | February 16 – 18, 2022 (Batch 1)  February 21 – 23, 2022 (Batch 2)  March 9 – 11, 2022 (Batch 3)  April 6 – 9, 2022 (Batch 4) | Conducted by LTO Central Office | Php5,000,000.00 | Attended by the Regional Directors, Assistant Regional Directors, Chiefs of Administrative and Financial Division, District, Extension and Licensing Offices |
| Attendance to Online Course on Recruitment, Selection and Placement for Institutionalize Meritocracy and Excellence in Human Resource Management (PRIM-HRM) Level 2 | 1. To review their existing Recruitment, Selection and Placement Policy and Process; 2. To identify areas where customization can be made for it to be more responsive to the agency's specific needs. 3. To walk through the RSP cycle vis-à-vis the PRIME-HRM Level 2 requirements 4. To be guided in the development of a customized RSP system and be equipped with the competency of administering the RSP Process. | March 1, 4, 8, 11,15 and 22, 2022 | Conducted by CSI via Zoom | Php5,000.00 | Ms. Mary Jonne T. Auza, Administrative Officer IV |
| Conduct of Violence Against Women and Children Seminar | 1. To provide cognizance about Republic Act 9262 “Anti-Violence Against women and their Children Act of 2004”. 2. To provide awareness about Safe Spaces Act (RA 11313 or SSA) | March 21,2022 from 8:00 am to 04:00 p.m | Conducted by LTO GAD at Bulwagang Romeo F. Edu. | Php29,000.00 | 1. Deanmar Dacumos  2. Ariel P. Yuzon  3. Jan Michael S Ibo  4. Jessie Abel P. Gonzales  5. Valerie Honeylet V. Clariño  6. Charlie Apolinario A. Del Rosario  7. Raquel Dalafu Velasco  8. Michael H. Marquez  9. John Mark P. Garcia  10. Giavanessa L. Festejo  11. Joydelyn K. Caligan  12. Shaira Irish S. Roque  13. Justin Recelestino  14. Mary Ann T. Campaã‘A  15. Aprille Joy M. Macatiag  16. Mark A. Calleja  17. Jennyfer Valenzuela  18. Anthony Edangal  19. Kingverly N. Ocde  20. Agnes L. Ganzon  21. Jannette M. Minoro  22. Shenamie C. Tano  23. Glenn Ryan  24. Mike Fojas  25. Rhenz Martin A. Gerona  26. Romnick Infiesto Arnilla  27. Analee C. Corbeta  28. Mary Grace B. Andrada  29. Lea Marie Balmes  30. Rachelle Anne Bueza  31. Jay Ralph M. Tugbo  32. Mario A San Pedro  33. Walwynne S. Concepcion  34. Micah F. Triunfo  35. Juan Paolo A. Marcelino  36. Earl Enjel S. Gonzales  37. Merry Christ  38. Juan Miguel C. Esguerra  39. Rey G. Reyes  40. Romnick Infiesto **Arnilla** |
| Attendance to Remote Auditing in the Public Sector | 1. To learn the key considerations in Remote Auditing; 2. To learn the Risk assessment and Risk Management concepts in relation to Remote Auditing application; 3. To learn the Advantages and limitations of Remote Auditing; 4. To learn and apply the tools and techniques to be used in Remote Auditing; and 5. To learn the concepts of Remote Auditing to be applied in the different audit processes. | March 22 – 25, 2022 | Conducted by AGIA via Zoom | Php5,000.00 | 1. Ms. Emerita O. Soliven, Chief of Management Division 2. Ms. Marcelina C. Hugo |
| Conduct of Supervisory Development Course Track 1  (In-house) | To ensure that supervisors of LTO are equipped with appropriate supervisor, managerial and leadership trainings, the Civil Service Commission (CSC) | March 22 – 25, 2022 | Conducted by CSC via Zoom | Php465,000.00 | 1. Mr. Ismael L. Luang 2. Mr. Dominic H. Pajaron 3. Mr. Deanmar S. Dacumos 4. Ms. Frances Aisha M. Peig 5. Mr. Maria Clarissa G. Ogsimer 6. Mr.Jay-R R. Oabel 7. Engr. Eduardo C. De Villa 8. Engr. Marie Pauline Nicetas R. Malantic 9. Dr. Joel V. Bascos 10. Ms. Maria Corazon Czarina P. Mahusay 11. Ms. Bernadette A. Familaran 12. Ms. Nivette Amber M. Pastorite 13. Mr. Joel V. Ybañez 14. Mr. Ruperto O. Andrada III 15. Mr. Jerome F. Sison 16. Atty. Aizen Paula D.S Pascual 17. Atty. Keiron Jems E.Gubatan 18. Mr. Renante G. Melitante 19. Mr. Claudio B. Bonsol Jr. 20. Mr. Carlos Nicholas J. Vasquez 21. Ms. Nenette V. Se 22. Ms. Maria Luisa D. Gaspi 23. Mr. Adolfo Michael L. Estrada 24. Ms. Jessie A. Saligbon 25. Ms. Erlinda R. Dolatre 26. Ms. Liberty N. Flavio 27. Ms. Ann Margarette E. Balleteros 28. Engr. Oliver C. Marique 29. Mr. Ariel D. Espino 30. Mr. Emerito S. Santiago |
| End-user and Administrator's Training for  IT Hub Project | 1. Learn and have a knowledge transfer for End-Users and System Administrators; 2. Discuss the essence of the IT Hub process and its importance to organizational effectiveness and cascade this to the LTO officers and staff; and 3. Provide first level of system support. | March 23-24,2022 | Conducted by LDLA Marketing and Trading Inc | - | 1. Santos, Mhariella  2. Gayeta, Jan Ivan M.  3. Delos Santos, Revelino S.  4. Cabacungan Reymond C.  5. Arboleda, Renz Claudel O.  6. Sales, Ironica  7. Navida, Marisol G.  8. Manay, Andrew Mico N.  9. Evasco, Esther Joy A.  10. Olimpo, Aerol Jensen R.  11. Fuderanan, Ladie Lyn G.  12. Go, Kevin Alfred T.  13. Bislumbre, Glenn Ian T.  14. Nicdao, Rodelio B.  15. Festejo, Giavanessa L.  16. Laurio, Ana Laureen I.  17. Garcia, Allan L. |
| Technical Focal Person Training | 1. Have acquired the technical skills and competencies to become Technical Focal Persons; 2. Provide first level of system support together with the LTMS Focal Person Trainers to the LTMS users; 3. Train technical members on the preparation, configuration and maintenance of networks, systems and peripherals. 4. Communicate with the MID LTMS-PMO on the preparation, configuration and maintenance of networks, system and peripheral, and needed enhancements or changes to the System to better maximize the LTMS functionalities. | March 28,2022 to March 29,2022 (Batch 1);  March 30,2022 to March 31,2022 (Batch 2) | Conducted at Bulwagang Romeo F. Edu, LTO Central Office Compound, East Avenue, Quezon City | Php130,000.00 | **Batch 1:**   1. Mr. Carl Patrick P. Pedro 2. Ms. Antonette J. Villaseñor 3. Mr. Melchezidec B. Cervantes 4. Mr. Jose Allan S. Tecson 5. Mr. Thomas Joshua G. Garcia 6. Mr. Sean Michael B. Pejo 7. Mr. Ernie L. Catungal 8. Ms. Marry Jill W. Subala 9. Mr. Gerald M. Vergara 10. Mr. Joey M. Battad 11. Mr. Myron T. Alvarez 12. Mr. Malvin T. Aggaban 13. Mr. Giovanni M. Palogan 14. Engr. Aaron E. Layug 15. Mr. Paul Jershy F. Manalo 16. Mr. Albert A. Manaloto, Jr. 17. Ms. Ma. Cecilia C. Magsino 18. Mr. Vher E. Pipit 19. Mr. Bryan M. Magundayao 20. Mr. Robert B. Buhain 21. Ms. Lorelyn A. Fajardo 22. Mr. Robert M. Layag 23. Mr. Jaypee B. Baloloy 24. Mr. Engelbert N. Sto Domingo 25. Mr. Renie C. Talaguit 26. Ms. Emily D. Kitong 27. Mr. Levi Jones Buyogan 28. Ms. Krystel Grace V. Sanchez   **Batch 2:**   1. Mr. Dennis P. Sucaldito 2. Ms. Remie D. Hortillosa Jr. 3. Mr. William L. Dordas 4. Mr. Christopher Ferraren 5. Ms. Mae Ar Palomares 6. Mr. Rechie Prima 7. Mr. Stephen Rey M. Bantugan 8. Mr. Wilter C. Basiano 9. Ms. Lindsey Rose A. Mantalaba 10. Mr. Lawrence A. Wee 11. Mr. Junmunir I. Hassin 12. Mr. Harold Dexter R. Ediza 13. Mr. Frandie R. Tutor 14. Mr. Wesley J. Takiang 15. Mr. Eric P. Ladera 16. Ms. Emilio S. Respicio 17. Ms. Kristy Ann T. Dela Torre 18. Mr. Fred Kristofferson S. Uy 19. Mr. Libby P. Quijano 20. Mr. Datu Abdullah N. Abiden 21. Mr. Efren A. Delima 22. Mr. Philip Cesar L. Chiong 23. Ms. Ermali G. Salinas 24. Ms. Elizabeth C. Estano |
| Attendance to Basic Internal Control Concepts and Internal Auditing Principles and Practices | 1. Define the Basic Internal Control Concepts and Internal Auditing Principles and Practices; 2. Walk through the process of formulating the Internal Auditing Principles and Practices through guided workshops; 3. Gain lessons from co-participants who come from other agencies and organizations; and 4. Apply lessons gained to improve or assess the existing Internal Auditing Principles and Practices of their agencies. | April 18 – 21, 2022 | Conducted by AGIA via Zoom | Php12,500.00 | 1. Ms. Maria Lourdes Rosales 2. Ms. Karen Dela Cruz 3. Ms. Gladiola Vizcarra 4. Ms. Cheryl San Pedro 5. Ms. Celeste Pardilla |
| Attendance to Strategic and Operations Planning | 1. Clarify the boundaries and connections between the strategic and operational plan; 2. Walk through the process of formulating the strategic and the operational plan through guided workshops; 3. Gain lessons from co-participants who come from other agencies and organizations; and 4. Apply lessons gained to improve or assess the existing strategic and operational plans of their agencies. | April 18 – 21, 2022 | Conducted by AGIA via Zoom | Php15,000.00 | 1. Ms. Marcelina C. Hugo 2. Ms. Bernadette A. Familaran 3. Ms. Asuncion S. Cruz 4. Ms. Rizalina D. Magarro 5. Ms. Nelia Adora Alabon 6. Ms. Jessalyn Anne Bascuguin |
| Conduct of LTO Strategic Performance Management System Workshop to be conducted by the Performance Management Unit, HRDS on April 23,2022 from 8:00 am to 05:00 p.m at Bulwagang Romeo F. Edu. | 1. To orient the participants on the LTO SPMS 2. To be able to accomplish the IPCR | April 23,2022 from 8:00 am to 05:00 p.m | Conducted by the Performance Management Unit, HRDS at Bulwagang Romeo F. Edu. |  | 1. Lomibao, Judy Ann A. 2. Jacob, Mary May 3. Auza, Mary Jone 4. Callejo, Kristine S. 5. Gebilaguin, Honeylyn 6. Wenceslao, Christian 7. Baguhin, Minhah A. 8. Borja. Jossie M. 9. Usarez, Erlin da C. 10. Cordeta, Joven D. 11. Malantic, Marie Pauline Nicetas 12. Marquez, Michael H. 13. Se, Roberto 14. Pastorite, Nivette Amber M. 15. Andrada, Mary Grace 16. Clarino, Valerie Honeylet 17. Gamon. Christobal M. 18. Marasigan, Merry Christ 19. Cabra, Jhopna Mae 20. Velarde, Arnel 21. Lucas, Nelson 22. Evasco, Esther Joy A. 23. Parica, Rosana A. 24. Boag, Arlene B. 25. Bordeos, Guinevere L 26. Ogsimer, Maria Clrissa 27. Oabel. Jay-R 28. Fuderanan, Ladie Lyn 29. De Villa, Eduardo C. |
| Attendance to Operations Audit | 1. To provide guidance and assistance to the Internal Auditors in adequately discharging their statutory and professional responsibilities in auditing their respective agencies; 2. To provide the IAS auditors with the different concepts of audit key processes in Compliance, Management and Operations audits in relation with the principles outlined in the IASPPS of COA and Revised PGIAM 2020; | April 25 – 28, 2022 | Conducted by AGIA via Zoom | Php10,000.00 | 1. Ms. Sofia Ivy M. Estoce 2. Ms. Dianne Kris M. Rosales 3. Ms. Gadwin C. Gloton 4. Ms. Bernadette A. Familaran |
| Attendance to Philippine Government Accounting Standards | 1. To enable the Internal Auditors to fully understand the major standards adopted under the Philippine Public Sector Accounting Standards (PPSAS) required to be adopted by government agencies and instrumentalities classified as non-government business entities; 2. To ensure uniformity in the application of the pertinent provisions of the Philippine Public Sector Accounting Standards to the various transactions of their government agency; 3. To enable the Auditors to identify the appropriate accounting standards that govern the collections and utilization of government funds and to recommend measures for audit deficiencies. | May 4 – 6, 2022 | Conducted by AGIA via Zoom | Php3,750.00 | Ms. Sheila D. Rodgriguez, Chief of Accounting Section, Financial Division |
| Attendance to Designing and Development Microlearning | 1. To understand microlearning facts, features, and fake news; 2. To articulate microlearning objectives for adult learning needs; 3. To integrate microlearning into a blended learning design; | May 10, 13 and 17, 2022 | Conducted by CSI via Zoom | Php2,800.00 | Ms. Mhariella Santos |
| Attendance to Basic Accounting and Internal Control for Non-Accountants | 1. To understand the basic principles of internal control system vis-à-vis basic accounting concepts for non-accountants; 2. To provide participants with the basic knowledge of accounting principles and assumptions; 3. To provide the participants the basic knowledge on how to evaluate the Internal Control System of their respective agency; and 4. To be able to apply the learning in the preparation of simple bookkeeping and financial reports. | May 11 – 13, 2022 | Conducted by AGIA via Zoom | Php15,000.00 | 1. Ms. Celeste S. Pardilla  2. Ms. Cheryl San Pedro  3. Mr. Ariel P. Yuzon  4. Ms. Janis C. Tapar |
| Attendance to Effective Audit Report Writing | 1. Participants shall revisit the basics on communicating audit results and learn the skills in writing effective audit reports; and 2. Participants shall learn and apply the guidelines and techniques, and use examples to choose the appropriate substance, organization, tone and style of reporting. | May 17 – 20, 2022 | Conducted by AGIA via Zoom | Php5,000.00 | 1. Ms. Maria Corazon Czarina Mahusay 2. Ms. Nelia Alyssa G. Alabon 3. Mr. Ronaldo Arcus |
| Attendance to Risk Management | 1. Explain the basic concepts and steps of risk management; 2. Explain the importance of risk management to their respective agencies; 3. Identify agency risks; | June 1 – 3, 2022 | Conducted by AGIA via Zoom | Php11,000.00 | 1. Ms. Celeste Pardilla 2. Ms. Raquel D. Velasco 3. Mr. Brian C. Albarillo |
| Attendance to Accounting Policies, Guidelines and Procedures for National Government Agencies (NGA's) | 1. To discuss the accounting policies in accordance with the PPSAS as well as the guidelines and procedures to be adopted by the accountants, budget officers, cashiers, property officers, accountable officers and other finance personnel in the recording and reporting government financial transactions; 2. To serve as a guide in the preparation of the financial statements and other reports and the accomplishment and/or maintenance of various registries, records and forms; and 3. To ensure uniformity, accuracy, reliability and timeliness in the preparation of the financial statements and other reports in conformity with the requirements of the PPSAS and relevant accounting policies. | June 8 – 10, 2022 | Conducted by AGIA via Zoom | Php15,000.00 | 1. Ms. Lalaine Banagan 2. Ms. Nezzie Jude Maño 3. Mr. Gadwin Gloton 4. Ms. Krisxan Joy T. Cortuna |
| Attendance to 2nd Government Internal Auditors Summit | 1. To offer an avenue where Internal Auditors exchange information on emerging issues and latest trends in internal auditing in these challenging times; and 2. To provide support for the internal audits of the government in continuously adding value to their respective organizations despite the present challenges. | June 8 – 10, 2022 | Conducted by AGIA via Zoom | Php9,000.00 | 1. Ms. Emerita O. Soliven 2. Ms. Marcelina C. Hugo 3. Ms. Maria Corazon Czarina P. Mahusay |
| Attendance to Guiding Principles on the Management of Government Funds and Properties | 1. To enable the Internal Auditors to fully understand the laws, rules and regulations governing the various operating systems functions of their agency and comply effectively and efficiently in the discharge of their function; 2. To ensure uniformity in application of the laws, rules and regulations pertinent to the various transactions of their government agency; and 3. To enable the Auditors to understand and know the laws, rules and regulations that govern the utilization of government funds and to recommend measures for audit deficiencies. | June 15 – 17, 2022 | To be conducted by AGIA via Zoom | Php22,500.00 | 1. Ms. Sheila Rodriguez 2. Ms. Jessalyn Anne Bascuguin 3. Ms. Asuncion S. Cruz 4. Ms. Lolita D. Gapuz 5. Ms. Eufrecina D. Balon 6. Ms. Juliet Atienza |
| Attendance to Cash Management and Its Internal Control System | 1. To promote proper control measures in handling cash; 2. To be able to learn and apply laws, rules and regulations surrounding the collections and disbursements of cash and its pertinent documents; 3. To strengthen the knowledge on the internal control system in cash management. | June 22 – 24, 2022 | To be conducted by AGIA via Zoom | Php18,750.00 | 1. Ms. Cheryl San Pedro 2. Mr. Lester Arnesto 3. Ms. Jessalyn Anne Bascuguin 4. Ms. Eufrecina D. Balon 5. Mr. Vittorio Godfrey P. Atienza |
| Attendance to Project Management Audit | 1. Explain the importance of project management in fulfilling the mandates of their respective agencies and organizations; 2. Go through the process of using the basic tools and techniques; 3. Use a past or existing project as a case during the guided workshops; and 4. Gain perspectives in improving the management of programs and projects in their respective agencies and organizations. | June 27 – 30, 2022 | To be conducted by AGIA via Zoom | Php2,500.00 | Ms. Sheila D. Rodgriguez, Chief of Accounting Section, Financial Division |
| Attendance to 27th Online Training Traffic Administration Course | 1. Become familiar with transportation and traffic issues relevant to local traffic context; 2. Enhance their knowledge and skills in planning, management, and administration of traffic and transportation programs; and 3. Establish professional and friendly networks among experts and other participants. | May 23, 2022 – June 3, 2022 | Conducted by (UP-NCTS) via Zoom | Php42,500.00 | Ms. Jerrica Aiko T. Sabio from Planning Staff, recommended by Mr. Danilo Encela, Chief of Planning Staff; Ms. Notre Dame Sheper Charity L. Roque of Operations Division, |
| Conduct of Road Safety Interactive Center (RSIC) Project Training | 1. Learn and have a knowledge transfer for End-Users and System Administrators; 2. Discuss the essence of the RSIC process and its importance to organizational effectiveness and cascade this to the LTO officers and staff; and 3. Provide first level of system support. | June 8,2022 to June 9,2022 | Conducted by the LDLA Marketing |  | 1. Santos, Mhariella  2. Gayeta, Jan Ivan M.  3. Delos Santos, Revelino S.  4. Cabacungan Reymond C.  5. Arboleda, Renz Claudel O.  6. Sales, Ironica  7. Navida, Marisol G.  8. Manay, Andrew Mico N.  9. Evasco, Esther Joy A.  10. Olimpo, Aerol Jensen R.  11. Fuderanan, Ladie Lyn G.  12. Go, Kevin Alfred T.  13. Bislumbre, Glenn Ian T.  14. Nicdao, Rodelio B.  15. Festejo, Giavanessa L.  16. Laurio, Ana Laureen I.  17. Garcia, Allan L  18. Gammon, Christobal M. |
| Attendance to Online Course on Performance Management for Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Level 2 | 1. To review their existing Performance Management (PM) Policy and Process and identify areas where customization can be made for it to be more responsive to agency’s specific needs 2. To walk through the PM cycle vis-à-vis the PRIME-HRM Level 2 requirements and shall be guided in the development of a customized PM system.  Participants shall also be equipped with the competency of administering the PM Process. | July 1,5,8,12,15,19 to 22, 2022 | To be conducted by CSI | Php5,000.00 | Ms. Valerie Honeylet V. Clariño, Administrative Assistant II |
| Attendance to Government Procurement Reform Act (RA 9184) and Its Revised and Updates to be conducted by AGIA | 1. To enable the participants to understand the R.A. 9184 and its IRR and updates; 2. To ensure compliance with laws, rules and regulations on procurement; 3. To capacitate the participants in evaluating the outcome of the procurement process including compliance with laws, rules and regulations; and 4. To ensure effective and efficient operations in their respective areas of responsibility. | July 13 to 15, 2022 | To be conducted by AGIA via online platform | Php3,750.00 | Ms. Esvimin E. Garcia |
| Attendance to The Philippine Bidding Documents by the Association of Government Internal Auditors, Inc. | 1. Gain knowledge on the procedures and practices on the preparation of bidding documents in accordance with the provisions of the IRR of 9184; 2. Understand the objectives, scope and results of the proposed contract, the eligibility requirements of bidders expected contract duration, estimated quantity and delivery schedule or time frames; and 3. Be able to apply learning on the preparation of bid documents. | July 13 to 15, 2022 | To be conducted by AGIA via online platform | Php3,750.00 | Ms. Esvimin E. Garcia |
| Attendance to Leave Administration Course for Effectiveness to be conducted by the Civil Service Commission | 1. Appreciate and explain the laws on leave privileges; and 2. Compute with accuracy leave with pay and without pay, tardiness, absences, undertime, monetization of leave credit, maternity leave, refund of study and terminal leave. | June 29 to 30, 2022 | To be conducted by CSC | Php15,000.00 | Ms. Rosanna E. Garcia  Ms. Erlinda C. Uzares |
| Attendance to Policies and Procedures on Appointment the Civil Service Commission | 1. Update the participants on the Civil Service Law and Rules, Policies and Procedures pertaining to appointments and other personnel actions; and 2. Reach a consensus on the uniform action to be carried out in acting on appointments and other personnel actions. | August 4 to 5, 2022 | To be conducted by CSC | Php45,000.00 | 1. Ms. Mary Jonne T. Auza 2. Ms. Mary May M. Jacob 3. Ms. Rosanna A. Parica 4. Ms. Kristine S. Callejo 5. Ms. Merry Christ L. Marasigan 6. Ms. Honeylyn S. Gebilaguin |
| Attendance to 3rd CES Public Leaders’ Summit (PLS) to be conducted by the CESB | The CES Public Leaders’ Summit (PLS) is an annual two-day learning event which features thought leaders, pioneering advocates, and other eminent persons from various disciplines to inspire and motivate CES members in their leadership journey and pursuit of service excellence. | July 26 to 27, 2022 | To be conducted by CESB | Php6,000.00 | Atty. Esteban M. Baltazar |
| Attendance to Competency-Based HR e-Learning, CSI | 1. Appreciate the value of developing and utilizing a Competency-Based Human Resource Management System (CBHRMS) to build and enhance workforce competencies to improve organizational outcomes; 2. Discuss the principles and concepts that govern the development and utilization of a CBHRMS; 3. Discuss the process and the requirements of developing and utilizing a CBHRS; and 4. Discuss the key elements involved and prepare a draft Project Proposal recommending the development of a CBHRMS. | August 16 to 26, 2022 | To be conducted by CSI | Php6,400.00 | 1. Ms. Ladie Lyn G. Fuderanan 2. Ms. Mary Jonne T. Auza |
| Attendance to 2022 Public Sector HR Symposium CSC | 1. Appreciate the value and benefits in developing resiliency at various levels; 2. Describe and apply the tools and techniques in developing resiliency towards – personal, organizational and societal; and 3. Commit to change that will support the development of resilient public sector organizations. | September 14to 16, 2022 | To be conducted CSC | Php12,800.00 | 1. Engr. Roberto S. Se 2. Ms. Ladie Lyn G. Fuderanan 3. Ms. Mary Jonne T. Auza 4. Ms. Rosanna A. Parica 5. Ms. Mary May M. Jacob 6. Ms. Mhariella Santos |
| Attendance to The Essential of Technical Writing and Web Content Development Strategic One Business Management Consultancy Firm | 1. Create a full range of technical documents with solid structures; 2. Use templates to start the writing process quickly; 3. Explore techniques for getting past writer’s block; 4. Prepare detailed messages for both technical and non-technical readers; 5. Understand best practices for displaying visual information; 6. Edit languages for precision, clarity, and conciseness; 7. Summarize complex issues with authority and clarity; and 8. Effectively communicate to internal and external stakeholders through Facebook and websites. | September 7 to 9, 2022 | To be conducted STRATOne via Online Platform | Php75,000.00 | 1. Ms. Allysa May S. Profugo 2. Ms. Mary Ann T. Campaña 3. Ms. Francis Regina R. Pacis 4. Mr. Roeder B. Leveriza 5. Ms. Roxanne L. Manoos 6. Ms. Nivette Amber M. Pastorite 7. Mr. Benjo Christopher T. Navarro 8. Engr. Mary Grace B. Andrada 9. Ms. Dianne Kris M. Rosales 10. Ms. Krisxan Joy T. Cortuna 11. Ms. Joeven D. Perillo 12. Ms. Shally T. Imson 13. Ms. Jerrica Aiko T. Sabio 14. Mr. Joel C. Mallo 15. Ms. Maria Eliza V. Caguete 16. Ms. Vivien V. Asistio 17. Ms. Mariel B. Bagunu 18. Ms. Monique B. Apagalang 19. Ms. Marie Marjorie D. De Silva 20. Mr. Marvin R. Rogero 21. Ms. Maria Lourdes R. Rosales 22. Ms. Lizbeth Sherie V. Andrada Ms. Eden Marie B. Anonat 23. Ms. Micah F. Triunfo |
| Attendance to the 2022 Public Sector HR Symposium CSI | 1. Appreciate the value and benefits in developing resiliency at various levels; 2. Describe and apply the tools and techniques in developing resiliency towards – personal, organizational and societal; and 3. Commit to change that will support the development of resilient public sector organization | September 14 to 16, 2022 | To be conducted CSI | Php19,200.00 | NCR East personnel |
| LTO Training on RA 9184 and its 2016 revised Implementing Rules and Regulation (Batch 1 & 2) | 1. To discuss the Efficient procurement Measures during a State of Calamity or Implementation of Community Quarantine or Similar Restriction; Simplified Posting and Electronic Submission of Procurements Reports; 2. To provide awareness on Negotiated Procurement – Emergency Cases; 3. To know the Government Procurement 101 (Key Features of Government Procurement Reform Act and Procurement Organization); 4. To discuss the Procurement Planning and Budget Linkage including Early Procurement Activities; 5. To differentiate the Standard Bidding Procedures for Goods and Services; and Infrastructure Projects; and 6. To prepare the 6th Edition of Philippine Bidding Documents for Goods and Services; and Infrastructure Project. | September 19 to 23, 2022  (Batch 1)  September 27 to October 3, 2022 (Batch 2) | Conducted by GPPB | Php139,797.21 | **BATCH 1**  1. Mr. Francis Ray A. Almora  2. Mr. Renante G. Melitante  3. Engr. Roberto S. Se  4. Ms. Marivic E. Lopez  5. Mr. Claudio B. Bonsol, Jr.  6. Ms. Emerita O. Soliven  7. Ms. Beverly C. Sabela  8. Engr. Norberto D. Espino III  9. Mr. Ismael L. Luoang  10. Mr. Rodinio D. Ramos  11. Ms. Jessalyn Anne D. Bascuguin  12. Engr. Nelson J. Lucas  13. Mr. Jay-R R. Oabel  14. Mr. Jhanrey V. Embarca  15. Mr. Dominic H. Pajaron  16. Atty. Aminola P. Abaton  17. Atty. Zabendin M. Azis, CPA  18. Atty. Jose Joel Angelo C. Cruz  19. Atty. Jerome Christopher G. Leynes  20. Atty. Horatio Enrico M. Bona  21. Ms. Jeany Ann D. Torres  22. Ms. Myla L. Dimaculangan  23. Ms. Diane Mea T. Bermundo  24. Ms. Analiza L. Buhian  25. Mr. Jay Ralph M. Tugbo  26. Ms. Sofia Ivy M. Estoce  27. Ms. Raquel D. Velasco  28. Mr. Vittorio Godfrey P. Atienza  29. Ms. Ladie Lyn G. Fuderanan  30. Ms. Jonne T. Auza  31. Mr. Jan Michael S. Ibo  32. Mr. Nathanier C. De Larosa  33. Mr. Michael H. Marquez  34. Ms. Edita Papa  35. Mr. Arnel P. Velarde  36. Mr. Juan Miguel C. Esguerra  37. Engr. Eduardo C. De Villa  38. Ms. Andrea V. Pedong  39. Ms. Rena S. Azada  40. Mr. Louie S. Miranda  41. Ms. Norte Dame Sheper Charity L. Roque  42. Mr. Juan Paolo A. Marcelino  43. Ms. Jennyfer B. Valenzuela  44. Atty. Clarence V. Guinto, CSEE  45. Ms. Maria Eliza V. Caguete  46. Mr. Farish H. Lim  47. Ms. Agnes L. Ganzon  48. Ms. Belinda C. Melenres  49. Atty. Esteban M. Baltazar, CESO V  50. Ms. Joydelyn K. Caligan  51. Ms. Eden Rose B. Umali  52. Ms. Marsol G. Navida  **BATCH 2**  1. Mr. Charlie Apolinario A. Del Rosario  2. Mr. Danilo J. Encela  3. Ms. Asuncion S. Cruz  4. Ms. Maria Clarissa G. Ogsimer  5. Mr. Richard M. Cortez  6. Mr. Carlos Nicholas J. Vasquez  7. Ms. Esvimin E. Garcia  8. Engr. Mary Grace B. Andrada  9. Mr. Joey T. Manzanares  10. Ms. Ironica Sales  11. Mr. Joven Ed A. Parica  12. Ms. Ladyvale Angelica J. Prado  13. Atty. Zoj Daphne Usita-Angustia  14. Ms. Maria Agnes M. Bañares  15. Ms. Francis Regina R. Pacis  16. Mr. Jefferson B. Valdez  17. Mr. Elmedio M. Ongcal  18. Ms. Rosanna A. Parica  19. Ms. Mary May M. Jacob  20. Mr. Joven D. Cordeta  21. Ms. Kristine Dominique Cancio  22. Ms. Honeylyn S. Gebilaguin  23. Ms. Nivette Amber B. Pastorite  24. Ms. Ma. Cherry Rose D. Cabrido  25. Ms. Nellie A. Boyo  26. Ms. Roxanne L. Manoos  27. Mr. Harenz B. Pradilla  28. Ms. Jossie M. Borja  29. Ms. Louise Marie Karmella L. Lagos  30. Mr. Cecilio S. Mananquil Jr.  31. Engr. Marie Pauline Nicetas R. Malantic  32. Dr. Joel V. Bascos  33. Ms. Sheila D. Rodriguez  34. Ms. Eufrecina D. Balon  35. Ms. Carminda C. Costales  36. Ms. Precious Marie C. Tondares  37. Ms. Mary Ann E. Hizon  38. Ms. Mercedita E. Gutierrez  39. Engr. Oliver C. Marique  40. Ms. Mary Kate M. Ariola  41. Ms. Vivien V. Asistio  42. Ms. Mariel B. Baguno  43. Ms. Flordeline P. Abugho  44. Ms. Danica B. Galvante  45. Mr. Dante M. Bordeos  46. Ms. Shenamie C. Tano  47. Ms. Maria Cristina Pachoco  48. Ms. Ana Laureen I. Laurio  49. Ms. Maria Corazon Czarina P. Mahusay  50. Ms. Ma. Perpetual Felicidad R. Ubaldo  51. Ms. Mary Airish R. Garcia  52. Ms. Edna O.Balcueva |
| Attendance to The 122nd Philippine Civil Service Anniversary (PCSA) Online Zumba and Film Showing CSC | Zumba is a great alternative to traditional fitness programs. It is an enjoyable form of exercise and also a powerful way to burn calories. Zumba targets lots of different muscle groups at once for a total body toning and an effective way of reducing fatigue, improving alertness and concentration, and enhancing overall cognitive function. With these, we believe that public servants need to actively participate in this kind of program to become more focused on their daily duties and responsibilities to give a more quality public service. | September 1 to 12, 2022 | To be conducted CSC via Zoom platform | Php5,250.00 | 1. Ms. Ladie Lyn G. Fuderanan  2. Ms. Marrie Darrel D. Dayao  3. Ms. Kristine Dominique Cancio  4. Ms. Guinevere L. Bordeos  5. Ms. Mary Jonne T. Auza  6. Ms. Kristine S. Callejo  7. Ms. Merry Christ L. Marasigan  8. Ms. Honeylyn S. Gebilaguin  9. Ms. Mary May M. Jacob  10. Mr. Jan Michael S. Ibo  11. Ms. Mhariella Santos  12. Mr. Christobal M. Gamon  13. Mr. Joven D. Cordeta  14. Ms. Rosanna A. Parica  15. Ms. Judy Ann A. Lomibao  16. Ms. Erlinda C. Usarez  17. Ms. Jhona Mae J. Cabra  18. Mr. Nathanier C. De Larosa  19. Ms. Arlene B. Boag  20. Mr. Clarence Ignatius M. Briones  21. Ms. Honeylet Valerie V. Clarino |
| DMPAO General Assembly | 1. To discuss the challenges in handling or maintaining the social media accounts and suggest solutions thereof; 2. To bring forth effective tools or strategies in improving the social media campaigns, thus, increase the trust of the public in the Agency as a whole; and 3. To identify emerging trends and potential threats coming from social media that may intend to malign the image, integrity and credibility of the Agency, an eventuality that the Agency should prepare for. | October 12, 2022 | Conducted by LTO Comms and L&D |  | 1. Ms. Diane Mae B. Bermundo-Tarroquin 2. Mr. Gilbert John V. Bahillo 3. Ms. Faith E. Ilao 4. Ms. Michelle B. Llanera 5. Mr. Ezekiel P. Salvador 6. Ms. Ma. Divine R. Caraecle 7. Mr. Rory S. Visco 8. Mr. Jefferson G. Tumbado 9. Mr. Ernest Xavier Cayanan 10. Ms. Patricia Marie de Lara 11. Ms. Rowena Dincol 12. Ms. Mariel de Asis 13. Mr. Redine Ehem 14. Mr. Darius Byron 15. Ms. Jianne Irissa P. Piguing 16. Mr. Lance Tyrone M. Penuela 17. Mr. Christobal M. Gamon 18. Mr. Joven D. Cordeta 19. ARD Pamela B. Gervasio, Ph. D 20. ARD Roque I Verzosa III 21. RD Kathleen Deanna G. Salayog 22. Engr. Eztela A. Buscas 23. ARD Glorioso Daniel Z. Martinez 24. Ms. Jovelyn G. Caliwag 25. Mr. Jorge Antonio P. Calayo 26. Mr. Jaime Ramir M. Apostol 27. ARD Atty. Gaudioso P. Geduspan II 28. Ms. Lovelien S. Dongallo 29. RD Atty. Ledwino R. Macariola 30. Mr. Abdelshan N. Amilassan 31. ARD Arthur Ranque 32. Ms. Marilou P. Narca 33. Mr. Robert R. Kiunisala 34. Ms. Jennilyn L. Avelino |
| Attendance to the Annual National Convention AGIA | The convention aims to facilitate the exchange of knowledge and insights on the emerging trends and issues, and best practices as we seek to address our shared challenges, risks, and goals. Distinguished speakers were also invited to give updates on laws, rules, and regulations relevant to our day-to-day work as we discharge our duties and responsibilities as public servants. | October 12 to 15, 2022 | Conducted AGIA | Php12,000.00 | Ms. Emerita O. Soliven |
| Pag-Ibig Loyalty Plus Kiosk | Provides Loyalty-Plus Card to Pag-Ibig members to avail benefits. | October 19, 2022 | Lead by RnR | Php56,000.00 | LTO Central Office employees |
| Attendance to HR Analytics | 1. Appreciate HR Analytics and the value it can bring to the organization; 2. Discuss basic concepts, principles, processes and practices on creating and using HR Analytics; 3. Identify entry points of HR Analytics in the four HR areas of (a) Recruitments, Selection and Placement, (b) Learning and Development; (c) Performance Management; and (d) Rewards and Recognition; 4. Demonstrate the use of data in the four areas of HR analytics tools; and 5. Analyze HR data from the four HR areas and create value that is supportive of the organization's objectives and goals. | October 18, 20, 25, 27 to November 4, 2022 | Conducted by HR CSI | Php8,000.00 | 1. Ms. Merry Christ L. Marasigan 2. Ms. Kristine S. Callejo |
| Attendance to Workforce Planning, Career Development and Succession Management | This aims of the abovementioned program is to enable the participants to develop, install, maintain, and implement programs for career development and succession management that is anchored on Strategic Workforce Planning Framework that integrates all HR functions from talent acquisition or the staffing plan, to talent development or the Learning and Development Plan, and up to the engagement plan. | October 25 – 28, 2022 | Conducted by CSI | Php24,000.00 | 1. Ms. Ladie Lyn G. Fuderanan 2. Ms. Mary Jonne T. Auza 3. Ms. Rosanna A. Parica 4. Ms. Mary May M. Jacob 5. Ms. Mhariella Santos |
| Attendance to Regional Directors’ Conference | For payment of the Banquet Packages (Grand Ballroom/Morning snacks, Afternoon snacks with Buffet Lunch, Dinner, and other Expenses) for 100 pax in the conduct of Regional Directors’ Conference. | November 10 -11, 2022 | Conducted by LTO Central Office | Php841,990.00 | Attended by the Regional Directors, Assistant Regional Directors, Chiefs of Administrative and Financial Division |
| GAD Seminar for continual improvement and enhancement of Guidelines and Procedures | For the payment of Reimbursement of Hotel Accommodation of Ms. Riza G. Lozano as Resource Speaker on GAD-GST Vis-Min Leg at Davao City. | November 22-26, 2022 | Conducted by LTO Central Office | Php9,000.00 | GAD Focal Point System  (Viz-Min Wide) |

Prepared by:

**CHRISTOBAL M. GAMON**

Clerical Assistant III

Training Coordinator for Local Training

Noted by:

**LADIE LYN G. FUDERANAN**

OIC, Human Resource Development Section