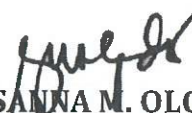




Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : All Sector/Department/Division/Office Heads

FROM :  ROSANNA M. OLGADO
Manager
Administrative Services Department

SUBJECT : CY 2021 TRAINING CALENDAR

DATE : 12 July 2021

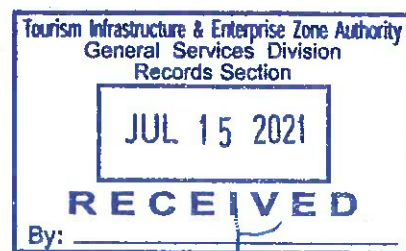
Please be informed of the attached planned and scheduled training programs for the 2nd Semester.

Participants of the program are targeted based on the identified Competency gaps from the result of the Proficiency Level Assessment Activity held February – April 2021. Critical technical competencies for certain offices and/or departments are initially given priority for this year.

Various Learning Service Providers (LSPs) will handle the Authority's training programs.

A separate communication on the details of the training programs and changes, if any, will be provided, before the conduct of the program.

Thank you.



3:20 PM



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority
MAKATI

FOR : Atty. Joy M. Bulautan
Assistant Chief Operating Officer
Administration and Finance Sector

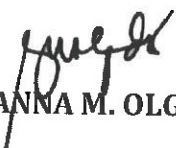
FROM : The Manager
Administrative Services Department

SUBJECT : *CY 2021 Training Calendar*

DATE : 12 July 2021

May we request your signature on the attached training calendar for the year.

Thank you.


ROSANNA M. OLGADO

2021 TRAINING CALENDAR											
1st QUARTER											
TARGET PARTICIPANTS:											
A - SG 18 & ABOVE											
B - SG 17 & BELOW											
C - MIXED PARTICIPANTS OR FOR A CERTAIN SECTOR/OFFICE/UNIT											

JANUARY 2021											
DATE	A	TCT	TOPIC	DATE	B	TCT	TOPIC	DATE	C	TCT	TOPIC
									14		GSIS Pre-Retirement Webinar
FEBRUARY 2021											
DATE	A	TCT	TOPIC	DATE	B	TCT	TOPIC	DATE	C	TCT	TOPIC
	17-18	TS/ME	Governance & Strategic Planning Workshop						8,9,11,19,22		Presentation of Board Approved Enhanced & Updated TIEZA's Competency Framework
									8,9,11,19,22		Online Competency Assessment Administration
MARCH 2021											
DATE	A	TCT	TOPIC	DATE	B	TCT	TOPIC	DATE	C	TCT	TOPIC
									4 & 10		Presentation of Board-Approved Enhanced & Updated TIEZA's Competency Framework
									4 & 10		Online Competency Assessment Administration

Legend :

TCT - Targeted Competency Title

Core Competencies:

EC - Effective Communication
EI - Exemplifying Integrity
S of R - Stewardship of Resources
SE - Service Excellence
R&A - Resiliency and Agility

Leadership Competencies :

DMC - Directing and Managing Change
DPMP - Developing People & Managing Performance
BC - Building Commitment
TS - Thinking Strategically

Technical Competencies (TECH):

*To be determined depending on the training program/course
*For the identified competency, please refer to the supplemental memo in every conduct of the course

2021 TRAINING CALENDAR									
1st QUARTER									
TARGET PARTICIPANTS:									
A - SG 18 & ABOVE									
B - SG 17 & BELOW									
C - MIXED PARTICIPANTS OR FOR A CERTAIN SECTOR/OFFICE/UNIT									

APRIL 2021											
D A T E	A	TCT	TOPIC	D A T E	B	TCT	TOPIC	D A T E	C	TCT	TOPIC
	8	TECH	Leadership Risk Management Workshop						12-14	TECH	Risk Management Training & Workshop (Focal & Alternate Person)
									26-27		Risk Management Training & Workshop for Entities
									29	R&A	Mental Health Webinar
MAY 2021											
D A T E	A	TCT	TOPIC	D A T E	B	TCT	TOPIC	D A T E	C	TCT	TOPIC
									31	TECH	Webinar on RA9184 & Its 2016 IRR (Procurement Planning & Mgmt)
JUNE 2021											
D A T E	A	TCT	TOPIC	D A T E	B	TCT	TOPIC	D A T E	C	TCT	TOPIC
									1-3	TECH	Webinar on RA9184 & Its 2016 IRR (Procurement Planning & Mgmt)

Legend :

TCT - Targeted Competency Title

Core Competencies:

EC - Effective Communication
EI - Exemplifying Integrity
S of R - Stewardship of Resources
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Leadership Competencies :

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TS - Thinking Strategically

Technical Competencies (TECH):

*To be determined depending on the training program/course
*For the identified competency, please refer to the supplemental memo in every conduct of the course

2021 TRAINING CALENDAR											
3rd QUARTER											
TARGET PARTICIPANTS:											
A - SG 18 & ABOVE											
B - SG 17 & BELOW											
C - MIXED PARTICIPANTS OR FOR A CERTAIN SECTOR/OFFICE/UNIT											
JULY 2021											
DATE	A	TCT	TOPIC	DATE	B	TCT	TOPIC	DATE	C	TCT	TOPIC
	5-7	BC/TS/TECH	2022 Strategic Planning Activity		29	GAD	S-W on Gender Analysis using HGDG for Technical People		27-29	TECH	IQA Refresher Course Training
AUGUST 2021											
DATE	A	TCT	TOPIC	DATE	B	TCT	TOPIC	DATE	C	TCT	TOPIC
					GAD	11-12	CODI-Orientation and Crafting of CODI Manual		3-5	TECH	IQA Refresher Course Training
									Core	16-17	Corporate Orientation Program and GST (Batch 1 - Job Orders)
									Core	18-19	Corporate Orientation Program and GST (Batch 2 - Permanent)
									TECH	16, 23& 30	Club Intramuros Golf Course (CIGC) Capacity Building Training
SEPTEMBER 2021											
DATE	A	TCT	TOPIC	DATE	B	TCT	TOPIC	DATE	C	TCT	TOPIC
									8-9	EI/SE	Public Service Values Program (Batch 1)
									8,22 & 28	GAD SE	Training on Gender Responsive Customer Service (Batches 1-2 > TAXD, Batch 3 - Entity Frontliners)
									15-16	EI/SE	Public Service Values Program (Batch 2)

Legend :

TCT - Targeted Competency Title

Core Competencies:

EC - Effective Communication
EI - Exemplifying Integrity
S of R - Stewardship of Resources
SE - Service Excellence
R&A - Resiliency and Agility

Leadership Competencies :

DMC - Directing and Managing Change
DPMP - Developing People & Managing Performance
BC - Building Commitment
TS - Thinking Strategically

Technical Competencies (TECH):

*To be determined depending on the training program/course
*For the identified competency, please refer to the supplemental memo in every conduct of the course

2021 TRAINING CALENDAR											
4th QUARTER											
TARGET PARTICIPANTS:											
A - SG 18 & ABOVE											
B - SG 17 & BELOW											
C - MIXED PARTICIPANTS OR FOR A CERTAIN SECTOR/OFFICE/UNIT OR TIEZA-WIDE ACTIVITY											
OCTOBER 2021											
DATE	A	TCT	TOPIC	DATE	B	TCT	TOPIC	DATE	C	TCT	TOPIC
	21	R&A	Building Resilience & Agility (Batch 1)		28	R&A	Building Resilience & Agility (Batch 2)		5		2022 GAD Planning & Budgeting
					7		Capacity Building Training for Travel Tax Department (Travel Tax IRR) Batch 1 > Supervisors		13	GAD	Gender Fair Language
									14	TECH	Capacity Building Training for Travel Tax Department (Travel Tax IRR) Batch 2
NOVEMBER 2021											
DATE	A	TCT	TOPIC	DATE	B	TCT	TOPIC	DATE	C	TCT	TOPIC
	17-18	TS/ME	Operations Planning Workshop								
DECEMBER 2021											
DATE	A	TCT	TOPIC	DATE	B	TCT	TOPIC	DATE	C	TCT	TOPIC
										9	GAD
Legend : TCT - Targeted Competency Title											
Core Competencies: EC - Effective Communication EI - Exemplifying Integrity S of R - Stewardship of Resources SE - Service Excellence R&A - Resiliency and Agility											
Leadership Competencies: DMC - Directing and Managing Change DPMP - Developing People & Managing Performance BC - Building Commitment TS - Thinking Strategically											
Technical Competencies (TECH): *To be determined depending on the training program/course *For the identified competency, please refer to the supplemental memo in every conduct of the course											
The Human Resource Services Division reserves the right to change the dates and coverage of the training calendar.											

Prepared :

Roda V. Mendoza
RODA V. MENDOZA
 HRMO III

Approvals	Name/Position/Office	Signature	Date
Reviewed	JOSEFINA U. SORIANO Manager Human Resource Services Division	<i>[Signature]</i>	7/15/2021
Recommendation	ROSANNA M. OLGADO Manager Administrative Services Department	<i>[Signature]</i>	7/15/2021
Final	ATTY. JOY M. BULAUTAN Assistant Chief Operating Officer Administration and Finance Sector	<i>[Signature]</i>	7/15/2021

2021 CALENDAR											
EMPLOYEE WELFARE PROGRAMS											
JANUARY				FEBRUARY				MARCH			
TOPIC				TOPIC				TOPIC			
DATE				DATE				DATE			
APRIL				MAY				JUNE			
TOPIC				TOPIC				TOPIC			
DATE				DATE	12	TIEZA's 12th Anniversary & 2021 Mid-Year Employees' Assembly		DATE			
DATE				DATE				DATE			
JULY				AUGUST				SEPTEMBER			
TOPIC				TOPIC				TOPIC			
DATE				DATE				DATE	30	121st Philippine Civil Service Anniversary	
DATE				DATE				DATE			
OCTOBER				NOVEMBER				DECEMBER			
TOPIC				TOPIC				TOPIC			
DATE				DATE	25-27	18-Day Campaign to End Violence Against Women (VAW)		DATE	1-12	18-Day Campaign to End VAW	
									16	Year-End Employees' Assembly	

Prepared :

Roda V. Mendoza
RODA V. MENDOZA
 HRMO III

Approvals	Name/Position/Office	Signature	Date
Reviewed	JOSEFINA U. SORIANO Manager Human Resource Services Division	<i>[Signature]</i>	7/15/2021
Recommendation	ROSANNA M. OLGADO Manager Administrative Services Department	<i>[Signature]</i>	7/15/2021
Final	ATTY. JOY. M. BULAUTAN Assistant Chief Operating Officer Administration and Finance Sector	<i>[Signature]</i>	7/15/2021